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The Black Vault



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**DEFENSE NUCLEAR FACILITIES
SAFETY BOARD**

Washington, DC 20004-2901

February 19, 2019

Mr. John Greenewald, Jr.
The Black Vault
27305 West Live Oak Road
Suite 1203
Castaic, California 91384-4520

Re: Freedom of Information Act Request: Tracking Number DNFSB FY18-06

Dear Mr. Greenewald:

This letter responds to the Freedom of Information Act (FOIA) request (tracking number DNFSB FY 18-06) you submitted to the Defense Nuclear Facilities Safety Board (Board) asking for a copy of “the intranet (employees only internal website for your agency home page, along with a copy of each page connected to the home page via one click, i.e., one level down).”

We located 202 records that are responsive to your request. Two of them originated with the Nuclear Regulatory Commission (NRC) and one with the Department of Energy (DOE). Accordingly, we referred the records to the NRC and DOE and asked those agencies to respond directly to you. You do not need to contact either agency, but if you wish to do so, they can be reached as follows:

DOE Headquarters
FOIA Requester Service Center
1000 Independence Avenue, SW
Washington, DC 20585
Phone: 202-586-5955
Fax: 202-586-0575

U.S. Nuclear Regulatory Commission
FOIA Officer
Mailstop: O-4 A15
Washington, DC 20555-0001
Email: FOIA.resource@nrc.gov

We also asked for DOE’s position on the release of eleven of the records that contain information in which it has a cognizable interest. Based upon DOE’s responses to our inquiry, we have included one of those documents in the group of 170 records being released in full and the remaining ten among the twenty-six records that we are releasing in part. Copies of the 196 records we are releasing in whole or in part are stored on the compact disc enclosed with this letter. The grounds for the redactions in the twenty-six records released in part and for our decision to withhold the remaining three records are described below.

The redactions in the twenty-six records we are releasing in part are based on the authority of FOIA Exemption 6, which applies to “personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.” 5 U.S.C. § 552(b)(6). The phrase “similar files” covers any agency records containing information about a particular individual that can be identified as applying to that individual. *See, United States Dep’t of State v. Washington Post Co.*, 456 U.S. 595, 602 (1982); *See also, Wilson v. United States Air Force*, 2009 WL 4782120, at *4 (finding that government e-mail addresses were properly redacted under Exemption 6) and *Long v. Office of Personnel Management*, 2012 WL

3831784 (2d Cir. Sept 5, 2012) (upholding OPM's decision to withhold telephone numbers under Exemption 6). To determine whether releasing records containing information about a particular individual would constitute a clearly unwarranted invasion of personal privacy, we are required to balance the individual privacy interests that would be affected by disclosure against any public interest in the information. *See United States Dep't of Justice v. Reporters Comm. for Freedom of Press*, 489 U.S. 749, 773-75 (1989). The information we are withholding under Exemption 6 consists of personnel information concerning identifiable DNFSB employees. We have determined that those persons have a substantial privacy interest in shielding this information from public release. Conversely, we have not identified a countervailing public interest in releasing the information insofar as we have determined that its disclosure would shed little or no light on the performance of the Board's statutory duties. Accordingly, because the harm to personal privacy is greater than whatever public interest may be served by disclosure, we find the redactions warranted under FOIA Exemption 6.

We are withholding three documents in full on the basis of two FOIA exemptions: Exemption 6 for the reasons stated above, and Exemption 5, 5 U.S.C. § 552(b)(5), because the information we are withholding comprises pre-decisional, intra-agency deliberative communications and/or attorney-client communications.

FOIA Exemption 5 allows an agency to withhold "inter-agency or intra-agency memorandums or letters which would not be available by law to a party... in litigation with the agency. *See Nat'l Labor Relations Bd. v. Sears Roebuck & Co.*, 421 U.S. 132, 149 (1975). Exemption 5, therefore, incorporates the privileges that protect materials from discovery in litigation, such as those protecting attorney-client communications and the deliberative process and attorney-client communications.

The attorney-client privilege protects "confidential communications between an attorney and his or her client that relate to a legal matter for which the client has sought professional advice," and is not limited to the context of litigation. *Mead Data Cent, Inc. v. United States Dep't of the Air Force*, 566 F.2d 242, 252-53 (D.C. Cir. 1977). The privilege applies to confidential facts supplied by a client to his/her attorney, the legal advice or opinions based on those facts that are provided by that attorney to his/her client, and communications between attorneys that reflect confidential client-supplied information. *See Elec. Privacy Info. Ctr. v. United States Dep't of Homeland Sec.*, 384 F. Supp. 2d 100, 114-15 (D.D.C. 2005). The information we have withheld under this aspect of Exemption 5 consists of confidential communications between the Board's attorneys and their Board clients related to matters for which the client sought professional legal assistance and services. The Board employees who communicated with the attorneys regarding this information were clients of the attorneys at the time the information was generated, and the attorneys were acting in their capacities as lawyers at the time they communicated the legal advice. The Board has held this information confidential and has not waived the attorney-client privilege.

To qualify for protection under the deliberative process privilege, a document must be both "pre-decisional" and "deliberative." *Mapother v. Department of Justice*, 3 F.3d 1533, 1537 (D.C. Cir. 1993). The term "pre- decisional" refers to communications that are "antecedent to the adoption of an agency policy." *Jordan v. Department of Justice*, 591 F.2d 753, 774 (D.C. Cir. 1978). A communication is "deliberative" when it plays a "direct part of the deliberative process in that it makes recommendations or expresses opinions on legal or policy matters." *Vaughn v. Rosen*, 523 F.2d 1136, 1144 (D.C. Cir. 1975). The information we have redacted

under this part of Exemption 5 reflects internal staff deliberations and, therefore, satisfies those criteria.

You have the right to file an administrative appeal within ninety (90) days of your receipt of this letter. Your appeal must be in writing, be clearly marked with the words, "Freedom of Information Act Appeal," and be addressed as follows:

General Counsel
Defense Nuclear Facilities Safety Board
625 Indiana Avenue, N.W., Suite 700
Washington, DC 20004

By filing an appeal, you preserve your rights under FOIA and provide the Board an opportunity to review and reconsider both your request and its decision.

If you would like to attempt to resolve your dispute without going through the appeals process, you may contact Paul Wilson, our FOIA Public Liaison, at any time before filing an appeal. He can be reached by telephone at 202-694-7000 (toll free at 800-788-4016) and by e-mail at FOIA@dnfsb.gov.

If those discussions do not resolve the matter, the Office of Government Information Services (OGIS), the Federal FOIA Ombudsman's office, offers mediation services to help resolve disputes between FOIA requesters and Federal agencies. It can be contacted as follows:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road – OGIS
College Park, MD 20740-6001
202-741-5770 (toll free: 877-684-6448)
ogis@nara.gov
<https://www.archives.gov/ogis>

There are no fees associated with this request.

If you have any questions about this response, feel free to address them to Paul Wilson, as noted above. Please be certain to include your request's sequential tracking number, FY 18-06, in those or any other future communication with this office regarding your request.

Sincerely,



Glenn Sklar
Chief FOIA Office

Enclosure



Type	Name	Week Ending Date	Published Date	Web Post Date
	Harford Week Ending January 6 2018	1/6/2017	1/6/2017	
	Los Alamos Week Ending January 6 2017	1/6/2017	1/6/2017	1/6/2017
	Oak Ridge Week Ending January 6 2017	1/6/2017	1/6/2017	
	Pleasanton Week Ending January 6 2017	1/6/2017	1/6/2017	
	Oak Ridge Week Ending December 30 2018	12/ 5/2018	1/3/2017	

DNFSB Operational Statistics

Administrative	100
Area Offices	100
Contractors	100
Employees	100
Facilities	100
Projects	100
Public Hearings	100
Public Meetings	100
Training	100
Travel	100



Related Pages

[Shackelford Remembrance](#)

[Andy's Retirement Celebration Photos](#)

[Mr. Hamilton's Swearing-In Ceremony](#)

[Ms Connery's Swearing-in Ceremony](#)

[Black History Month 2015 Photos](#)

[Public Business Meeting Oct 30, 2014 Photos](#)

[Public Hearing Oct 7, 2014 photos](#)

[Public Hearing Aug 2014 photos](#)

[Public Hearing May 2012 Photos](#)

[Summer Shindig 2014](#)

[Dan Ogg Farewell](#)

[Dr Mansfields Retirement Party](#)

[Picnic Softball Game 2012](#)

[Picnic 2011](#)

[Picnic Softball Game 2011](#)

[Picnic Softball Game 2010](#)

[Holiday Gala 2010](#)

[Picnic 2009](#)

[Staff Photo 2009](#)

[Holiday Gala 2009](#)

[CFC Kickoff 2009](#)

[20th Anniversary](#)

[Independence Day 2009](#)

[CFC Awards 2008](#)

CFC Kick-Off October 2008

Constitution Day 2008

Annual Awards Ceremony
2008

Sherry's Baby Shower

Nats vs. Reds 2008

Jay DeLoach's Farewell

Kent Fortenberry's Farewell
2008

Black History Month 2008

Combined Federal Campaign
Awards 2007

Barbara Rouse's Retirement

Dr. Winokur's Retirement
Celebration

Websites

Department of Energy

- [Department of Energy Home \(energy.gov\)](#)
- [National Nuclear Security Administration](#)
- [DepRep to DNFSB](#)
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- [DOE National Phone Directory](#)
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(b) (5)



Accessing WebTA

WebTA is a web-based T&A system developed to interface with the Agency's payroll/personnel service provider, the National Finance Center (NFC). This system allows employees to input their own biweekly time and leave data and provides them with the ability to submit electronic leave requests and validate their T&As online. Managers certify the T&As online and may also approve leave requests. The approved T&As are then transmitted to the NCF for salary processing.

How do I access webTA?

WebTA is accessed via the World Wide Web using Internet Explorer, version 4.0 or higher or any other browser. The URL is: <https://wtausda.nfc.usda.gov/usda/>. The URL must be all lowercase, must include an "s" after the http, and must include a trailing slash (/) at the end.

When can I access webTA?

WebTA is available 24 hours a day, 7 days week. The only exception is if the system is taken down for general maintenance or system upgrades. The Master-Timekeeper will notify staff when the system is unavailable.

Do I have to be using a Board computer to access webTA?

No, you may access webTA from anywhere as long as you use the correct URL.

Related Pages

[Telework Homepage](#)

[Telework Documents](#)

[Helpful Telework Links](#)

[Accessing WebTA](#)

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ACCOUNTING CODE LABELS TO BE USED IN CONCUR - FY2018

Accounting Codes are entered into Concur based on the Reason noted on the Advance Travel Notification and the Purpose options available in Concur (Mission Operational, Training, Conference Other Than Training).

The codes are embedded in the accounting lines entered into the document, in the following format:

2018-2019-925-11-WK00-TWK91200^a-D01^b-WK000-OTD^cMISS-N/A-N/A-N/A-N/A-N/A.

a) The TWK portion varies with each department. Please use the appropriate code for the employee:

BRD=TWK1100 OTD=TWK1200 OGM=TWK1300 OGC=TWK1400

b) The SOC Code varies with the Reason for the trip. See the table below.

c) The Purpose Code varies by department and purpose. Replace OTD with the appropriate code for the traveler (ex. BRD, OGM, OGC). Training codes are specific to department.

TRAVEL AUTHORIZATIONS/VOUCHERS

(See below for Local Travel/Miscellaneous Vouchers)

Reason For Trip (from Advance Travel Notification)	Purpose (enter on General tab, under both Document Information and Trip Information)	Accounting Code Label in Concur	TWK Codes (vary by Employee)	SOC Codes (vary by Reason)	Purpose (replace bold OTD with BRD, OGM, OGC)
Site Visits	Mission Operational	Mission	see above	D01	OTD MISS
Training Travel	Training	Training Travel	see above	D02	OTD TRNG
Review/Workshop (no training included)	Conference Other Than Training	Conf	see above	D03	OTD CONF
Site Rep Visit to Headquarters	Conference Other Than Training	Site Reps to HQ	see above	D03	OTD CONF
Public Meetings and Hearings	Mission Operational	Mission	see above	D01	OTD MISS
Recruiting	Mission Operational	Recruiting	see above	D04	OTD RECRU
PDP Travel to Schools or HQ	Training	PDP Travel	see above	D02	OTD TRNG
Invitational Travel	Mission Operational	Invitational	see above	D20	OTD INVIT

LOCAL TRAVEL/MISCELLANEOUS VOUCHERS

Local travel (such as taxi, or private vehicle mileage); includes local travel to training	Local Travel	see above	D04	OTD OTHR
Professional Liability Insurance	Prof Liability Insur	see above	B04	OTD INSUR

Purpose codes for Supplies and Subsidy are the same for all employees.

Supplies, inc. Work boots	Supplies	1300	L01	SUPPLIES
Bike or Transit Subsidy	Subsidy	1300	B60	SUBSIDY

Purpose codes for Training Books vary by department.

Training Books and Materials (not local travel)	Board Training	1100	H41	BRDTRNG
	OTD Training	1200	H46	OTDTRNG
	PDP Training	1200	J45	PDPTRNG
	OGM Training	1300	J46	OGMTRNG
	OGC Training	1400	J46	OGCTRNG



When law enforcement arrives:

- Remain calm and follow instructions
- Drop items in your hands (e.g., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

Information to provide to 911 operations:

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons shooter has
- Number of potential victims at location

For questions or additional assistance contact:

Your local law enforcement authorities or FBI Field office :



Department of Homeland Security
3801 Nebraska Ave, NW
Washington, DC 20528

ACTIVE SHOOTER EVENT

QUICK REFERENCE GUIDE

An “active shooter” is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

- Victims are selected at random*
- Event is unpredictable and evolves quickly*
- Knowing what to do can save lives*

ACTIVE SHOOTER EVENTS

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.



You have three options:

1 RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

2 HIDE

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

3 FIGHT

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions . . . your life depends on it

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove injured.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.



OGM Monthly Reports

Click here to access OGM Monthly Reports in Sharepoint

General Information For Employees

- [OGM Leave Calendar \(Sharepoint\)](#)
- [Leave Form SF-71 \(PDF\)](#)
- [Comp Time for Travel Process \(PDF\)](#)
- [Classified Inventory Report \(Excel\)](#)

Mission Statement

"TO MANAGE AND PERFORM ESSENTIAL SERVICES THAT PROMOTE ACCOMPLISHMENT OF THE BOARD'S MISSION AND RESPONSIBILITIES"

10/30/2006

Commitment to Our Customers

Every customer of the General Manager's Office, both internal and external, can expect:

1. Courtesy
2. Responsiveness
3. Quality Products and Services
4. To Be Kept Informed
5. To Be Heard
6. Follow-up
7. Flexibility

We will strive to exceed our customer's expectations.
September 15, 2000

Related Pages

- Administration Homepage
- Emergency Preparedness
- Information Technology
- Directives and Policy & Guidance Memos
- OGM Monthly Reports
- FOIA
- Insider Threat
- Equal Employment Opportunity
- Records Management
- Work Plan

Websites

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AgLearn Training System

Below, you will find tutorials that will help you navigate the AgLearn training system. If there are additional help guides that you would like to see added regarding the training system, contact [Jasmine Ahsaf](#), x 7069.

Title	Type	Size	Updated	Download
HOW TO SETUP YOUR AGLEARN ACCOUNT	DOCX	22.85 KB	20 Apr, 2015	
HOW TO CHANGE YOUR SUPERVISOR	PPTX	1.59 MB	20 Apr, 2015	
HOW TO SUBMIT A TRAINING REQUEST	PPTX	1.35 MB	20 Apr, 2015	

Related Pages

- [Training Homepage](#)
- [Graduate Studies](#)
- [Short Courses](#)
- [Training Web Site](#)
- [Leadership Training](#)
- [AgLearn Training System](#)
- [Tech Training](#)

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(<https://aglearn.usda.gov/learning/user/ssoLogin.do>)

Welcome to AgLearn!

Cultivating Knowledge and Community.

Get Started

Updated 02/20/2018

FY2018 USDA Information Security Awareness (ISA) Assessment is Now Available

Attention all USDA Employees, Contractors, Partners, Interns, Fellows, Affiliates, and Volunteers:

The FY 2018 Mandatory ISA course, pre-test, and assessment is available through AgLearn as of October 2, 2017. The ISA was added to your to-do-list in AgLearn and is a mandatory course required by the Federal Information Security Modernization Act of 2014 and the Office of Management and Budget. The annual ISA requirement trains all users within the USDA networks and systems to protect confidentiality, integrity, and availability of government information.

Equal Employment Opportunity and Preventing Discrimination in the Federal Workplace

As a manager, it is essential to use recruitment strategies that attract the right candidates. But just as important is the avoidance of discrimination, both intentional and unintentional. In this course, you will learn about the Equal Employment Opportunity laws that guide your agency's recruiting efforts and how to help ensure your hiring practices are fair and lawful.

Sneak Peek of Next Gen AgLearn

View these YouTube videos highlighting commonly used features in the Next Gen AgLearn:

- Using Ask AgLearn Now (https://youtu.be/LIBFYrbyS_s)
- Finding Learning (<https://youtu.be/a5IHbRelzPY>)
- Viewing Your Learning (<https://youtu.be/QLb884iTLtQ>)



Skillssoft Now Available on Your Mobile Devices (http://usda.custhelp.com/app/answers/detail/a_id/1712/kw/quick?utm_campaign=SPSkillsoftApp&utm_source=NewResources&utm_medium=InstructionsLink)

Access all your Skillssoft books and videos on your mobile devices by downloading the Skillssoft Learning App and logging in with your eAuthentication account information. Skillssoft Books, formerly known as Books24x7 provides tens of thousands of videos, courses, books, audio books, and summaries.

Download the Skillssoft Learning App from Google Play (https://play.google.com/store/apps/details?id=com.skillssoft.learn.android&utm_source=global_co&utm_medium=prtnr&utm_content=Mar2515&utm_campaign=PartBadge&pcampaignid=MKT-Other-global-all-co-prtnr-py-PartBadge-Mar2515-1) for Android devices or the AppStore (<https://itunes.apple.com/us/app/skillssoft-learning-app/id956302180?mt=8>) for Apple Devices.

Once downloaded follow these instructions (http://usda.custhelp.com/app/answers/detail/a_id/1712/kw/quick?utm_campaign=SPSkillsoftApp&utm_source=NewResources&utm_medium=InstructionsLink) to access Skillssoft Books.

- [Home](#)
- [Resources](#)
- [Follow Us on Twitter \(https://mobile.twitter.com/AgLearnToday\)](https://mobile.twitter.com/AgLearnToday)
- [508 Accessibility \(http://usda.custhelp.com/app/answers/detail/a_id/1710\)](http://usda.custhelp.com/app/answers/detail/a_id/1710)
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- [Help \(http://usda.custhelp.com/\)](http://usda.custhelp.com/)

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Mayor Muriel Bowser

Homeland Security and Emergency Management Agency

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- [What We Do](#)
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Homeland Security and Emergency Management Agency



AlertDC - Alerts Straight To Your Devices



Office Hours

Monday to Friday, 8:30 a.m. to 5:00 p.m.

Connect With Us

2720 Martin Luther King Jr Avenue SE, Washington, DC 20032

Phone: (202) 727-6161

Fax: (202) 715-7288

TTY: (202) 730-0488



Email • Mobile Phones • Text Messaging

AlertDC is the official District of Columbia communications system that sends emergency alerts, notifications, and updates to your devices. This system enables the District to provide you with critical

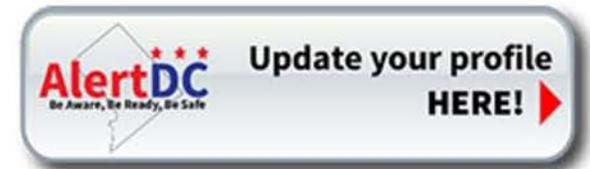


Ask the Director

Chris Rodriguez
Director

information in situations such as traffic conditions, government closures, public safety incidents and severe weather. Get the alerts you want – directly from the District of Columbia’s public safety officials and emergency manager. When an incident or emergency occurs, District officials can quickly notify you using this emergency alert and warning system. AlertDC is your personal connection to real-time updates and instructions to protect yourself, your loved ones, and your community. [View Current Alerts.](#)

To get started today, click on the AlertDC “Sign Up For Alerts” button below. If you already have an account click the “Update Your Profile” button below.



What Type Of Alerts Can I Sign Up For?

AlertDC is customizable and allows residents to pick and choose what kind of notifications they want to receive. You can elect to receive alerts about traffic incidents, police events impacting public safety, widespread power and water utility outages, city government delays and closings, and more. Residents can sign up for alerts based on alert type and location.

What Type Of Devices Can I Receive My Alerts On?

The following devices can be included to receive alerts from AlertDC:

- Text Messaging/SMS
- E-mail
- Cell Phone
- Landlines
- App (available download through your device’s app store)

How Do I Sign Up?

Signing Up for AlertDC is easy! Simply create a user name and password, add contact information then select any additional community updates to receive.

To get started today, click on the AlertDC "Sign Up For Alerts" button below.



If you already have an account click the "Update Your Profile" button below to register for the AlertDC system.



Trouble Signing Up or Updating?

If you have an ALERT DC account but are having trouble signing in or updating your profile, please click [here](#) to enter your username and email address to have your password sent to you.

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Alternative Dispute Resolution

What is Mediation?

Mediation is an informal process in which a neutral third party - the mediator - assists the parties in reaching a voluntary, negotiated resolution of the complaint. Mediation is different from other forms of dispute resolution in that the parties participate voluntarily, and the mediator has no authority to make a decision. The decision-making power rests in the hands of the parties. By participating in mediation, the parties do not forego their rights to formal proceedings should mediation not meet their needs.

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How Does Mediation Work?

Mediation gives the parties the opportunity to discuss the issues raised in the complaint in a confidential setting, clear up misunderstandings, find areas of agreement and, ultimately, to incorporate those areas of agreement into a final resolution of the complaint. The mediator focuses the attention of the parties upon their needs and interests rather than on their stated positions.

Participation in the DNFSB Mediation Program is voluntary. The DNFSB ADR Specialist contacts the parties involved in a conflict to invite them to participate in the mediation program. If both parties agree, the ADR Specialist schedules a Mediation Session. Mediators who have extensive mediation training and experience conduct a mediation session at a mutually convenient time and location. To ensure complete neutrality, mediators may be drawn from outside the agency. If mediation results in resolution, the agreement is put into writing and becomes binding on both parties.

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Advantages of Mediation

Many parties prefer mediation as a dispute resolution process because it is:

- **INFORMAL** The process is informal and flexible; attorneys are not necessary. There are no formal rules of evidence and no witnesses.
- **CONFIDENTIAL**. Mediation is a confidential process. Neither the parties nor the mediators will disclose information revealed during the mediation. The sessions are not tape-recorded or transcribed. At the conclusion of the mediation, mediators and parties destroy any notes they took during the mediation session.
- **QUICK AND INEXPENSIVE**. When parties want to get on with their business and their lives, mediation may be desirable as a means of producing rapid results. The majority of mediations are completed in one or two sessions. Moreover, mediation generally produces or promotes:
 - **GREATER DEGREE OF PARTY CONTROL**. Parties who negotiate their own settlements have more control over the outcome of their dispute and can ensure that settlements meet their specific needs. Parties have an equal say in the process. There is no determination of fault, but rather, the parties reach a mutually agreeable resolution to their conflict
 - **PRESERVATION OF RELATIONSHIPS**. Many disputes occur in the context of ongoing work relationships. Mediated settlements that address all parties interests often preserve working relationships in ways that would not be possible in an adversarial win/lose decision-making procedure.

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- **MUTUALLY SATISFACTORY RESULTS.** Parties are generally more satisfied with and carry out solutions that have been mutually agreed upon, as opposed to solutions that are imposed by a third party decision maker.
- **COMPREHENSIVE AND CUSTOMIZED AGREEMENTS.** Mediated agreements often help resolve procedural and interpersonal issues that are not susceptible to legal determination. The parties can tailor their settlement to their particular situation and address the fine details of implementation.
- **A FOUNDATION FOR FUTURE PROBLEM-SOLVING.** After a mediation resolution, if a subsequent dispute occurs, parties are more likely to utilize a cooperative form of problem-solving to resolve their differences rather than pursue an adversarial approach.

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Frequently Asked Questions

Q: Does mediation work?

A: While each case is unique, general statistics from a wide range of forums indicate that mediation resolves over 70% of disputes.

Q: Does DNFSB require the parties to participate in mediation?

A: No. Participation is strictly voluntary. Additionally, the parties do not give up their rights to formal means of resolution by participating in mediation.

Q: What happens if one party declines DNFSB's invitation to mediate, or decides to terminate mediation before resolution of the complaint?

A: In either case, the complaint will proceed as it would have been had mediation not been offered to the parties.

Q: Who mediates DNFSB complaints?

A: DNFSB cases are conducted by mediators who are experienced and trained in mediation. DNFSB is part of a shared neutrals program. All mediators are neutral unbiased professionals with no stake in the outcome of the mediation process. DNFSB prefers to use mediators outside its agency.

Q: Who attends the mediation session?

A: The complainant and the conflicting party and/or a representative from the employing agency attend the mediation. While it is not necessary to have an attorney or other representative attend the session, either party may choose to do so. It is essential, however, that the individuals attending the mediation session have the authority necessary to resolve the dispute.

Q: How long does the mediation process take?

A: The length of the mediation session depends upon the complexity of the case and willingness of the parties to resolve the dispute. Most mediations are completed in eight hours or less. More complex cases may call for additional mediation sessions.

Q: What happens if the mediation does not result in resolution?

A: The parties risk nothing by participating in mediation. If resolution is not achieved, the complaint proceeds through formal resolution channels as it would have been had the parties not tried mediation.

Q: Are all DNFSB complaints eligible for mediation?

A: No. The DNFSB ADR Specialist evaluates each complaint to determine whether it is appropriate for mediation. The factors considered include the nature of the case, the relationship of the parties, the willingness of the parties to resolve the dispute informally, the complexity of the case, and the relief sought by the complainant.

Q: Can a complaint that is already in formal processes be mediated?

A: Mediation may be available as an option at any stage at the discretion of DNFSB.

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Contact Information

If you have any questions about this guidance, please contact [Casey Q. McLaughlin](#).

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Certified DNFSB Mediators

Certified

- N/A

In-Training

- [Casey Q. McLaughlin](#)

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**DEFENSE NUCLEAR FACILITIES
SAFETY BOARD**

Washington, DC 20004-2901



DEFENSE NUCLEAR FACILITIES SAFETY BOARD

ANTI-HARASSMENT POLICY STATEMENT

The Defense Nuclear Facilities Safety Board (DNFSB) is committed to maintaining a workplace free from all forms of harassment. All employees, contractors, and others performing official work for the DNFSB must fully support this policy and refrain from engaging in any harassing conduct.

Workplace harassment is defined as unwelcome and offensive treatment or conduct (e.g., verbal, physical, psychological, or visual) that can reasonably be considered to adversely affect the work environment or an employment decision affecting the employee based upon the employee's acceptance or rejection of such conduct. Harassment on the basis of race, color, religion, sex (including gender identity, sexual orientation and pregnancy), national origin, age, disability, genetic information, political affiliation, marital or parental status, or as reprisal for prior Equal Employment Opportunity (EEO) activity is prohibited under Title VII of the Civil Rights Act of 1964 and other EEO laws, regulations, and executive orders. Harassing conduct includes, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Sexual harassment is any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is an explicit or implicit term or condition of an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

In concert with its program to ensure EEO in the employment of its workforce, the DNFSB has procedures for addressing any instances of harassing conduct in Chapter 5 of Directive D-111.1, *Equal Employment Opportunity Program*, dated October 5, 2007. All employees and contractors of the DNFSB should review this directive to ensure familiarity with the DNFSB's programs and procedures. The DNFSB also promotes the use of the alternative dispute resolution (ADR) process to resolve workplace disputes. The ADR process is used to resolve a wide range of workplace disputes, including, but not limited to, EEO and grievance-related matters, in a cooperative, cost-effective, and timely manner. All employees are strongly encouraged to cooperate and engage in the ADR process, when appropriate. For additional information on the ADR process, see D-111.1

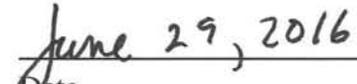
When an employee chooses to report the alleged incident of harassment to his or her manager or supervisor within his or her chain of command, and the alleged harasser's chain of command, the manager or supervisor who becomes aware of the allegation is required to address the allegation in a prompt and impartial manner, ensure that the allegation is kept confidential to the greatest extent possible, and take appropriate steps to prevent the involved employees and witnesses from being subjected to retaliation. An allegation of harassment may be made orally or in writing and should contain the name of the alleged harasser, the relevant facts, the date of the incident, and the names of any witnesses.

Employees, managers, or supervisors found to have engaged in harassing conduct will be subjected to appropriate disciplinary or adverse action, up to and including reprimand, suspension, demotion or removal. This policy does not limit a supervisor's or manager's right to manage effectively. Personnel actions taken by a supervisor or manager for valid and supportable reasons do not constitute workplace harassment.

I am confident that, by exercising individual responsibility, we will be able to maintain a professional and positive work environment for everyone. To this end, I ask that all employees join me in implementing this policy, and helping to ensure that all employees and contractors understand their rights under our policies and federal law.



Joyce L. Connery, Chairman



Date

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Black History Month 2008

The DNFSB's Annual Black History Month commemoration begins this Friday Feb 1, 2008. Everyone is invited to participate in the following events:

- February 1, 2008 @ 11:30 am Jazz Documentary: A Great Day In Harlem (Brown Bag Lunch) *
- February 8, 2008 @ 11:30 am National Museum of African Art (Museum Visit) **
- February 19, 2008 @ 11:30 am Luncheon w/ Guest Speaker: Dr. Daryl M. Scott, Howard University *
- February 29, 2008 @ 1:30 pm Modern Dance by Juz Dance & Jazz Social with desserts *

*Will be held in Conference Room 352

** Will meet in the Lobby at 11:15 am

Photos

- February 1 - Screening of "A Great Day in Harlem"

[A Great Day In Harlem](#)

- February 8 - Visit to the [National Museum of African Art](#)

[Our group treks across the Mall. Nate performs docent duty We made it! National Museum of African Art collection 1](#)
[National Museum of African Art collection 2](#) [National Museum of African Art collection 3](#)

- February 19 - Black History Lunch with Guest Speaker, Dr. Daryl Michael Scott

[Nate Melvin](#), [Mr. William Anderson](#), [Dr. A.J. Eggenberger](#), [Sara Mortensen](#), [Dr. Daryl Michael Scott](#), [Brian Grosner](#), [Dr. Daryl Michael Scott](#)

- February 29 - Modern Dance/Jazz Social
 - Poetry Readings by Sonja Washington
 - [Alone by Maya Angelou](#)
 - [Life is Fine by Langston Hughes](#)

- Reading by Shelby Qualls
 - [Excerpt from Frederick Douglass Speech](#)

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Site Specific	Recommendations	Other Issues
FEMP - Fernald Environmental Management Program	Recommendation 92-2, DOE's Facility Representative Programs at Defense Nuclear Facilities	Directives and Standards
Hanford - Hanford Spent Nuclear Fuel Project Hanford - Hanford Plutonium Finishing Plant Hanford - Tank Farms	Recommendation 93-3, Improving DOE Technical Capability in Defense Nuclear Facilities Programs	
INEEL - HLW and Calciner INEEL - Advanced Mixed Waste Treatment Facility INEEL - Spent Fuel Storage Improvements	Recommendation 94-1, Improved Schedule for Remediation in the Defense Nuclear Facilities Complex	Worker Protection
LANL - Chemistry and Metallurgy Research (CMR) Building LANL - Plutonium Facility at TA-55 LANL - Pajarito Lab Restart LANL - Dynamic Experiments	Recommendation 94-2, Conformance with Safety Standards at DOE Low-Level Nuclear Waste and Disposal Sites	Uranium-233 Safe Storage Program
LLNL - Lawrence Livermore National Laboratory	Recommendation 94-3, Rocky Flats Seismic and Safety Systems	Design/Construction Project Reviews
MEMP - Miamisburg Environmental Project	Recommendation 97-2, Continuation of Criticality Safety at Defense Nuclear Facilities in the Department of Energy (DOE) Complex	Deactivation and Decommissioning
NTS - Nevada Test Site		Feedback and Improvement
Oak Ridge Y-12 Plant - Enriched Uranium (EUO) Restart & Recommendation 94-4 Oak Ridge - Molten Salt Reactor Experiment (MSRE)		Integrated Safety Management
Pantex - Lightning Protection for Nuclear Explosive Areas at Pantex Pantex - Weapons Program Pantex - Safety Management - Recommendation 98-2		Year 2000 Issues
RFETS - Plutonium Stabilization at Rocky Flats Technology Site		
SRS - Savannah River Site Tritium Facilities and Operations SRS - Highly Enriched (HEU) Solutions at Savannah River Site SRS - Savannah River Site Nuclear		

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Material Stabilization		
Savannah River Site In-Tank Precipitation Facility and Defense Waste Processing Facility		
WIPP - Waste Isolation Pilot Plant		

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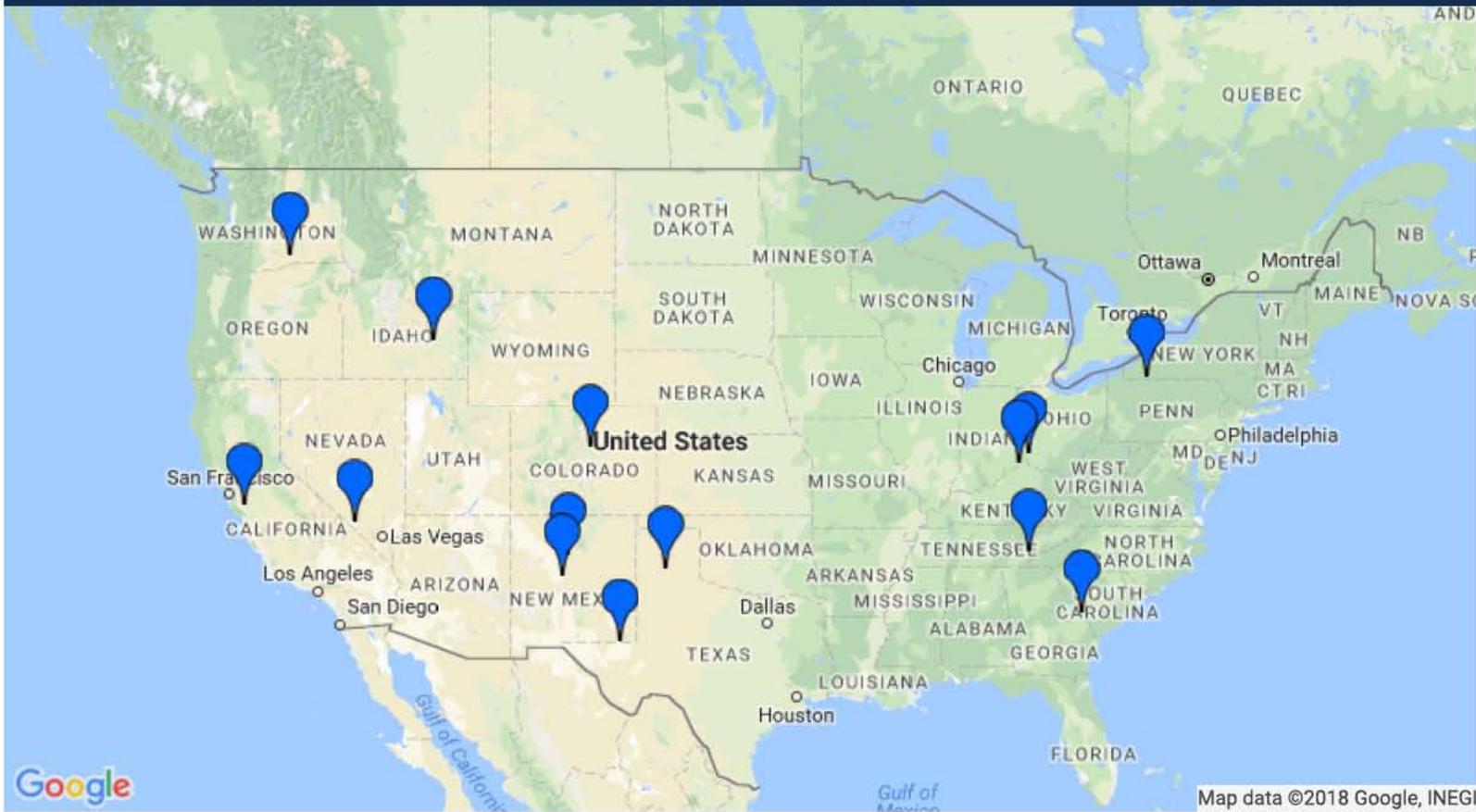
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Resident Inspector Reports



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Savannah River Site



Y-12 National Security Complex / Oak Ridge National Laboratory



Recent Board Activity

Date	Title	Document Type	Document
April 4, 2018	Department letter in response to the Board letter dated January 4, 2018, regarding Conduct of Operations Safety Management Program at the Savannah River Site	Letter	 PDF
March 30, 2018	IWTU Safety Basis Review	Letter	 PDF
March 26, 2018	WIPP PVS 90% Design Letter	Letter	 PDF
March 15, 2018	Deficiencies in DOE Standard 5506-2007	Letter	 PDF
January 23, 2018	Letter to Energy Communities Alliance	Letter	 PDF



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Title

[Recommendation 2015-1, Emergency Preparedness and Response at Pantex](#)

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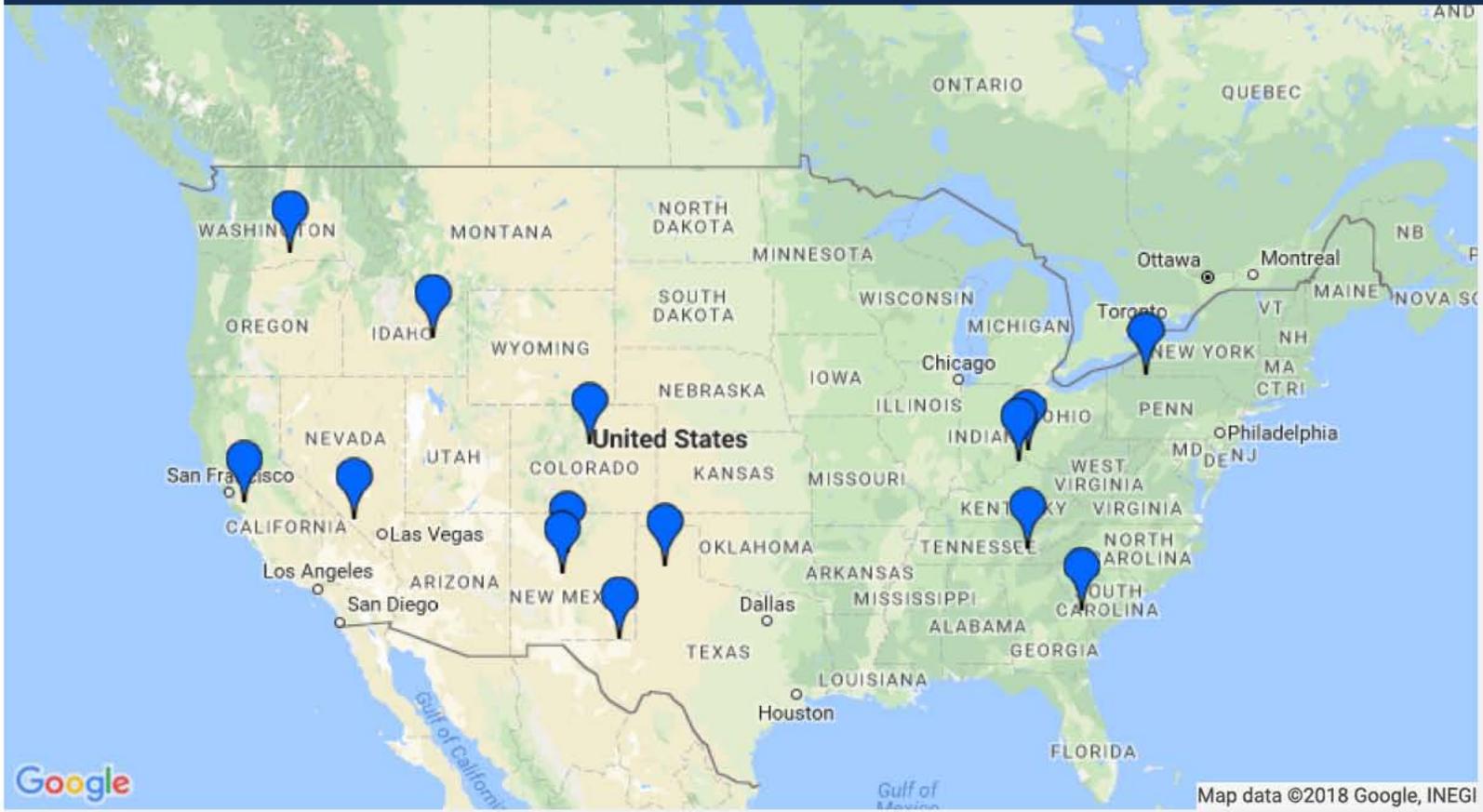
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BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Other Information:



Homeland Security



DNFSB CA Certification

Users MUST check all three boxes (as shown in the picture) for Firefox to trust the certificate.

Link : [DNFSB CA Certificate Download](#)

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Select a Calendar to view from the links to the right. These links point to the existing Calendars on the original Intranet.



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Welcome to the home page for the Board's 2015 Combined Federal Campaign (CFC). The theme for this year's campaign is "We Make It Possible" and honors the millions of federal employees who are genuine philanthropists, donating more than \$7 billion through CFC to support their communities over the last 50 years.

The process for donating is the same as last year, and Board employees will once again use the CFC Nexus website to make online pledges. Information on how to make donations can be found below.

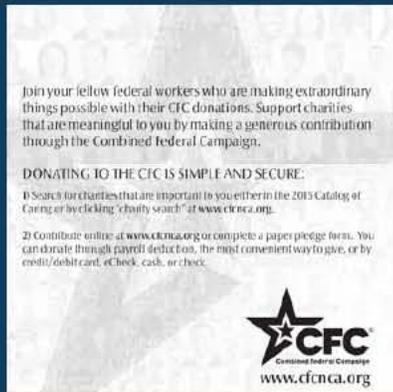
We plan on having many CFC events this year, starting with the "Costumes for Caring" event on October 30th – keep your eyes open for details about this event and others in the coming months!

I also want to welcome Carrie Nelson, who is serving as the Board's CFC Keyworker this year – she will be helping raise awareness of the benefits of giving to CFC and can answer questions you have if you're new to CFC!

Even if it's only a few dollars a month or a one-time donation, please consider donating to the CFC this year! Below you will find answers to the most common questions about the CFC and how you can donate to your favorite charities. If you have questions you don't see answered here, just shoot Carrie or myself an e-mail with your question!!

Thanks,
 Jeremy Bingham
 2015 CFC Campaign Manager

Detailed instructions for how to register & make on-line pledges are found here:
[How to Give Online](#)



Related Pages

- [Home Page](#)
- [Phone List](#)
- [Calendars](#)
- [Internet Links](#)
- [Special Events](#)
- [Staff Bio Book](#)
- [Site Map](#)
- [CFC Page 2015](#)
- [CA Certification](#)
- [Report Fraud, Waste, and Abuse](#)
- [DOE Sites](#)

DNFSB CFC - Donations

[Expand all](#)

- [What payment methods can I use to donate to the CFC?](#)
- [I know I can make donations on-line, but can I still use a paper pledge form?](#)
- [How do I donate on-line?](#)

DNFSB Combined Federal Campaign - Gen

- [What is the CFC?](#)
- [How important is the CFC to charities?](#)
- [How long do I have to make donations to the 2015 CFC?](#)

Where can I find out additional information about the CFC?

Websites

Department of Energy

- [Department of Energy Home \(energy.gov\)](#)
- [National Nuclear Security Administration](#)
- [DepRep to DNFSB](#)
- [Directives](#)
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Related Pages

- [Shackelford Remembrance](#)
- [Andy's Retirement Celebration Photos](#)
- [Mr. Hamilton's Swearing-In Ceremony](#)
- [Ms Connery's Swearing-in Ceremony](#)
- [Black History Month 2015 Photos](#)
- [Public Business Meeting Oct 30, 2014 Photos](#)
- [Public Hearing Oct 7, 2014 photos](#)
- [Public Hearing Aug 2014 photos](#)
- [Public Hearing May 2012 Photos](#)
- [Summer Shindig 2014](#)
- [Dan Ogg Farewell](#)
- [Dr Mansfields Retirement Party](#)
- [Picnic Softball Game 2012](#)
- [Picnic 2011](#)
- [Picnic Softball Game 2011](#)
- [Picnic Softball Game 2010](#)
- [Holiday Gala 2010](#)
- [Picnic 2009](#)
- [Staff Photo 2009](#)
- [Holiday Gala 2009](#)
- [CFC Kickoff 2009](#)
- [20th Anniversary](#)
- [Independence Day 2009](#)
- [CFC Awards 2008](#)

[CFC Kick-Off October 2008](#)

[Constitution Day 2008](#)

[Annual Awards Ceremony 2008](#)

[Sherry's Baby Shower](#)

[Nats vs. Reds 2008](#)

[Jay DeLoach's Farewell](#)

[Kent Fortenberry's Farewell 2008](#)

[Black History Month 2008](#)

[Combined Federal Campaign Awards 2007](#)

[Barbara Rouse's Retirement](#)

[Dr. Winokur's Retirement Celebration](#)

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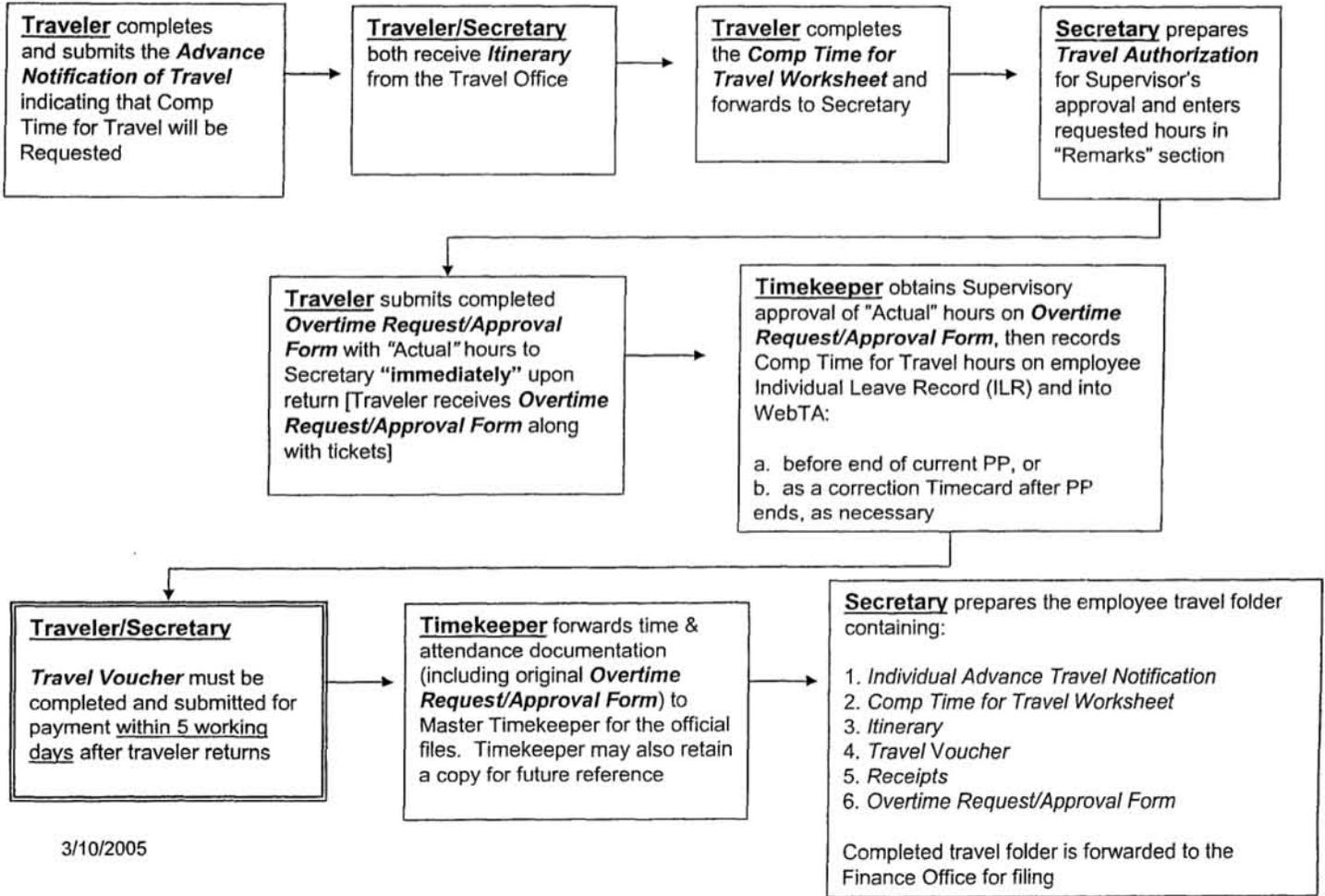
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COMP TIME FOR TRAVEL PROCESS



3/10/2005

INDIVIDUAL ADVANCE TRAVEL NOTIFICATION

Revised 2/9/05

TRAVELER:	
TDY DESTINATION (e.g., SRS or specific city):	
ARRIVAL AT WHAT AIRPORT:	
OFFICIAL TRAVEL DATES ONLY:	

Compensatory time for travel will be requested for one or more travel segments of this trip.

1 ST TDY DESTINATION				2 ND TDY DESTINATION			
Place "X" in front of airport DEPARTURE AIRPORT				DEPARTURE AIRPORT			
BWI	DULLES	NATIONAL	OTHER:				
Arrival Date & Time At TDY Site:				Arrival Date & Time At TDY Site:			
Departure Date & Time From TDY Site:				Departure Date & Time From TDY:			
Place "X" in front of airport RETURN AIRPORT				Place "X" in front of airport RETURN AIRPORT			
BWI	DULLES	NATIONAL	OTHER:	BWI	DULLES	NATIONAL	OTHER:
LODGING				LODGING			
1 ST Choice				1 ST Choice			
2 ND Choice				2 ND Choice			
RENTAL CAR				RENTAL CAR			
1 ST Choice		2 ND Choice		1 ST Choice		2 ND Choice	
Must include Justification If Other Than Site Visit:				Must include Justification If Other Than Site Visit:			

PURPOSE

SITE VISIT: A trip to the location of a DOE defense nuclear facility to pursue a specific objective that is, or could be, related directly to the Board's performance plan goals.
REVIEW/WORKSHOP: A trip to somewhere other than a defense nuclear facility (e.g., DOE-AL) for the purpose of conducting a review, participating in a mission-related meeting or workshop, or covering a conference for which attendance by the Board's staff is considered essential (e.g., an ISM conference, a NESS lessons learned workshop).
TRAINING: Travel to any location for the primary purpose of staff development, usually in fulfillment of an Individual Development Plan objective.
RECRUITING: Travel to any location to recruit new staff members.
OTHER: Travel that is not covered by any of the above categories. (Additional justification for travel in this category will usually be required).

Description:

STRATEGIC AREA OF CONCENTRATION (SAC)

(I) Nuclear Weapon Operations
(II) Nuclear Material Processing and Stabilization
(III) Nuclear Facilities Design and Infrastructure
(IV) Nuclear Safety Programs and Analysis

ADDITIONAL INSTRUCTIONS

POINT OF CONTACT & PHONE NUMBER:	
OTHER ONPSS STAFF:	

Comp Time for Travel Worksheet

Compensatory time off for official travel can be earned for the time that: (1) an employee actually spends traveling between the official duty station and the temporary duty station (TDY), plus usual waiting time that precedes or interrupts such travel; **and** (2) occurs outside the employee's approved working hours.

Comp Time for Travel Rules:

1. Travel between the official duty station (airport) and the temporary duty stations (hotel/business) are the basis for the computation of comp time for travel.
2. Always use the local time of the city the traveler is in when calculating the departure and arrival times.
3. The waiting time at airport prior to departure or the time from hotel/business to airline departure may not exceed two (2) hours. (In certain circumstances, an extended drive time from your TDY hotel to the airport will be considered in calculating allowable comp time.)
4. Comp time for travel can be earned in 15 minute increments.

If travel date/time is changed for personal convenience, any delays/cancellations are the responsibility of the traveler and are not creditable for comp time for travel. Compute comp time for travel as if traveler was departing on official travel date.

Traveler: _____ **Act# from Itinerary:** _____

Traveler's Approved Working Hours: _____ **Monday-Friday**

Estimated Comp Time for
Travel Requested
(15 minute increments)

Departing Official Duty Station to TDY

Comp Time for Travel is computed from arrival at airport at official duty station to business/hotel at temporary duty station. _____ : _____ hr

Departing TDY Hotel/Business to next TDY Location

(if applicable) _____ : _____ hr

Comp Time for Travel is computed from business/hotel at 1st TDY to business/hotel at 2nd temporary duty station.

Departing TDY Hotel/Business to Official Duty Station

Comp Time for Travel is computed from business/hotel at TDY to airport at official duty station. _____ : _____ hr

Total Comp Time for Travel Requested _____ : _____ hr

Give completed form to Secretary to include hours on Travel Authorization (TA).

Date: 02/22/2005

Defense Nuclear Safety Board
Travel Authorization

For
NADINE L LOFTEN
FOR OFFICIAL USE ONLY

Act Number: 98882700
Type: Travel

Authorization Number: 988827
Status: New

Destination: ALBUQUERQUE, NEW MEXICO

Start Date: 02/28/2005

End Date: 03/04/2005

Major Transportation: Airline

Corporate Account: Yes

Estimated Amount: \$464.50

Estimated Auth. Total: \$1,305.00

Max Authorized Amt: \$840.50

Airline Ticket Fee: \$0.00

Non Federal Sponsored Items: No

Actual Expense: No

Advance Requested: No

Advance Amt Requested: \$0.00

Pegasys Ref No: XX2005022200065

Purpose Of Trip: SV-Site Visit

Remarks: Fire protection and emergency management. _____ hours of comp time for this travel is requested.

Authorization

Created by: NADINE L LOFTEN

Approved by: None

Date: None

Local Travel

Travel Type	Amount	Description
Taxi	\$25.00	Residence to airport
Car Rental	\$300.00	Rental Car
Other	\$25.00	Gas for rental car
Taxi	\$25.00	Airport to residence

Accounting Report

Fund	Beg FY	Region	Organization	Budget Activity	Function Code	Cost Element	Project Number	Work Item	Building	Agreement	Vehicle	Contract	Location	System
925X	2004	11	TWK01110	WK00	WKS01	110	LANL							

Activity Report

Date/Time	Activity	Performed by
02/22/2005 06:02:31	Authorization created	NADINE L LOFTEN

DEFENSE NUCLEAR FACILITIES SAFETY BOARD

OVERTIME REQUEST/APPROVAL

This form must be completed for all compensatory/overtime requested and worked.

NAME (Please Print)	DATE
PAY PERIOD ENDING	REQUESTING OFFICIAL

Requested		Actual			Initials (if changed from request)
Date	No. of Hours	Date	No. of Hours	Times	

Justification:

Check One:*

- O/T Payment Requested _____
- Compensatory Time Requested _____
- Compensatory Time for Travel _____ ACT#: _____

*Compensation of O/T is subject to applicable rules and regulations.

SIGNATURE OF APPROVING OFFICIAL	DATE
---------------------------------	------

ORIGINAL TO TIMEKEEPER AFTER APPROVAL

Comp Time for Official Travel

Eligibility

The new compensatory time off applies to all Board, including DN employees. It does not apply to Board Members or Senior Executive Service (SES) employees.

Notification and Approval Procedures

The traveler completes the "Individual Advance Travel Notification" form online per normal procedure. If the traveler is requesting Comp Time for Travel, he/she should check the box next to "*Travel Comp Time will be requested for one or more travel segments of this trip.*"

The advance travel notification form goes to the traveler's immediate supervisor, the traveler's secretary, and the OGM travel planning staff for information and action. The secretary and traveler will receive a copy of the itinerary and *Comp Time for Travel Worksheet* with the assigned Act Number.

Travel Authorization

The electronic Travel Authorization form contains the planned travel information. In the "Remarks" section of the Travel Authorization, the secretary should type the following statement for the review and approval of the traveler's immediate supervisor.

"XX hours of comp time for this travel is requested"

In approving the travel authorization, the supervisor is authorizing the traveler's requested comp time in advance of the trip. The Board allows employees to accumulate Comp Time for Travel in increments of 15 minutes. The traveler will provide the secretary with the number of comp time hours requested by completing the *Comp Time for Travel Worksheet*:

Travel Voucher

If the travel authorization is approved with a comp time request, the traveler must fill out the attached *Overtime Request/Approval Form* **immediately** upon his/her return from travel and provide this form to the timekeeper for supervisory approval and entry into the T&A reporting system (WebTA). This form will be included in the travel documents package, along with the travel voucher information sheet, travel authorization, and applicable airline tickets.

It is important that the traveler properly fill in the data fields on this form, recording the dates and the actual number of comp time hours for travel earned on the trip, checking the "Compensatory Time for Travel" box and entering the Act Number from the itinerary or Travel Authorization. The timekeeper will attach a copy of the Travel Authorization to the *Overtime Request/Approval Form* and ensure that the appropriate approving official signs it. The timekeeper will then enter the comp time information in the T&A system for the appropriate pay period.

The travel voucher must be completed and submitted for payment within 5 business days.

If a traveler encounters a situation where comp time for travel may be required after a trip has commenced, the traveler should contact his/her supervisor if possible to obtain advance approval for the comp time request.

Timekeeper Procedures for Recording Comp Time for Travel Earned and Used

Timekeepers will establish a column on the employee Individual Leave Record (ILR) to track accrual and use of Comp Time for Official Travel. Changing the heading for the *Credit Hours Column* to *Comp Time Travel* will serve the purpose. Comp Time for Travel will be posted to this column as it is earned and removed as it is used. Since comp time for official travel expires if not used within 26 pay periods from the pay period in which it is credited, travel comp time used should be charged against the oldest comp time earned.

Approved *Overtime Request/Approval Forms* (original) must be turned in to the master timekeeper in OGM along with the pay period's supporting documentation (for the pay period in which the travel occurred) before 12 o'clock (noon) on the Monday following the end of the pay period.

When an employee travels during the first week of a pay period, the timekeeper should enter the Comp Time for Travel Earned on the Individual Leave Record (ILR) and in WebTA before the end of the pay period (after supervisory approval of the "Actual" hours). When travel occurs within the second week of the pay period, it may be necessary for the timekeeper to do a **Correction timecard** in WebTA to add the Comp Time for Travel Earned for the pay period that ended the week before. Timekeepers must ensure that an accurate ACT number is referenced on the *Overtime Request/Approval Form* for future audit purposes. The documentation should be provided to the master timekeeper in OGM as soon as the correction card is certified and the BPD Payroll office is notified to process the correction timecard.

A copy of the *Overtime Request/Approval Form* should be retained by the timekeeper. The copy will be included in the employee's travel folder. The secretary may attach a copy of the *Comp time for Travel Worksheet* behind the *Overtime/Request/Approval Form*, for Supervisory reference, if the supervisor prefers to review it before approval "Actual" hours.

Using Comp Time for Travel

Employees wishing to use accumulated Comp Time for Travel should fill out a standard leave request form (SF-71) and obtain the normal supervisory approval(s). In the "Remarks" section of the leave request form, the traveler should clearly indicate that the leave should be charged against his/her Comp Time for Travel balance. Since Comp Time for Travel expires after 26 pay periods from the date it was originally credited, employees must track their individual comp time earning dates.

Examples for Calculating Compensatory Time Off for Official Travel

Compensatory time off for official travel can be earned for the time that: (1) an employee actually spends traveling between the official duty station and the temporary duty station (TDY), plus usual waiting time that precedes or interrupts such travel; **and** (2) occurs outside the employee's approved working hours.

Comp Time for Travel Rules:

- ➔ Travel between the official duty station (airport) and the temporary duty stations (hotel/business) are the basis for the computation of comp time for travel.
- ➔ Always use the local time of the city the traveler is in when calculating the departure and arrival times.
- ➔ The waiting time at airport prior to departure or the time from hotel/business to airline departure may not exceed two (2) hours. (In certain circumstances, an extended drive time from your TDY hotel to the airport will be considered in calculating allowable comp time.)
- ➔ Comp time for travel can be earned in 15 minute increments.

If travel date/time is changed for personal convenience, any delays/cancellations are the responsibility of the traveler and are not creditable for comp time for travel. Compute comp time for travel as if traveler was departing on the official travel date.

Examples are attached:

EXAMPLE 1 - Official Travel During Regular Working Hours

EXAMPLE 2 - Travel to Multiple Temporary Duty Stations

EXAMPLE 3 - Official Travel Begins on Sunday

EXAMPLE 4 - Same as Example 3 Except Flight Is Delayed Two Hours

EXAMPLE 5 - Employee Changes Schedule for Personal Convenience and Encounters Delays

EXAMPLE 1 - Official Travel During Regular Working Hours

Employee to travel to temporary duty (TDY) on Monday and return on Friday. The employee's regular working hours are 8:00a to 4:30p.

Departing Official Duty Station on Monday to TDY (Business/Hotel)

Flight departs at 10:10a on Monday and lands at TDY at 2:39p; traveler arrives at hotel at 3:40p. **Time is computed from arrival at airport at official duty station to business/hotel at temporary duty station.**

Traveler arrives at airport – 8:10a	
8:10a - 10:10a - wait time at airport is within regular working hours; therefore no comp time for travel earned	0:00 hr
Flight times – 10:10a - 2:39p	
Flight time within regular working hours; therefore no comp time for travel earned	0:00 hr
Traveler arrived at business/hotel at TDY – 3:40p	
2:39p - 3:40p - travel time within regular working hours; therefore no comp time for travel earned	0:00 hr

Departing TDY on Friday to Official Duty Station

Flight departs at 7:00a and lands at airport at official duty station at 2:45p. **Time is computed from business/hotel at TDY to airport at official duty station.**

Traveler leaves business/hotel and goes to airport – 5:00a	
5:00a - 7:00a - outside of regular working hours; therefore comp time for travel is earned	2:00 hr
Flight Times – 7:00a - 2:45p	
7:00a - 8:00a - outside of regular working hours; therefore comp time for travel is earned;	1:00 hr
8:00a - 2:45p - within regular working hours; therefore no comp time for travel earned	0:00 hr
Total Comp Time for Travel Earned for Example 1	3:00 hr



EXAMPLE 1

Page 1 (1)

		T0000000@T0000000 The booking locator is 4CBL46. The fare is \$464.30.	14Feb05 09:31:33
28Feb05 Monday		ASSOCIATE NAME SERVICE CHARGE ITEM COST USD 0.00 AMOUNT DUE USD 00.00X0.00T0.00 *TTL*FARE*WITH*FEE 464.30	
28Feb05 Monday	10:10am	AIR American Airlines From: Washington Dulles DC, USA Meal: Equip: McDonnell Douglas MD Arrival: 28Feb05 Monday 12:34pm Seat:25-D Stops: 0 ARRIVE TERMINAL C American Airlines locator: BYYRPB AA Frequent Flyer# \	Flight# 1615 Class: Y To: Dallas/Ft Worth TX, USA Status: Confirmed
28Feb05 Monday	01:51pm	AIR American Airlines From: Dallas/Ft Worth TX, USA Meal: None Equip: McDonnell Douglas MD Arrival: 28Feb05 Monday 02:39pm Seat:21-B Stops: 0 DEPART TERMINAL C American Airlines locator: BYYRPP AA Frequent Flyer#	Flight# 649 Class: Y To: Albuquerque NM, USA Status: Confirmed
28Feb05 Monday		CAR Pick Up City: Albuquerque NM, USA Avis Rent A Car Conf#: 12234050US3 PEXP Drop off: 04Mar05	TYPE: Inter Car Auto A/c Rate:50.00USD Albuquerque NM, USA Rate Info: USD 50.00Day Ulmtd 50.00Xtra Day Ulmtd 17.00Xtra Hr Ulmtd /RC-BM/LT01/ARR-AA0649-1439/DT-0600/NM: /G/CD-A555500/ID-L3Y52A/RI-APPROX TOTAL 281.80 USD INCLUDES TAXES-FEES-SURCHARGES/SA-CONCESSION RECOVERY FEE MAY APPLY/CF-12234050US3 PEXP Arrival Time: 1439 Dropoff Time: 06:00am
28Feb05 Monday		HOTEL Quality Inn And Sts Los Alamos 2175 TRINITY DRIVE LOS ALAMOS NM 87544 Phone: 505 662 7211 Fax:505 661 7714 Number of Rooms: 1 Confirmation: 89256099 GRQ Check Out: 03Mar05 Thursday Cancellation note: CANCEL BY 4 PM LOCAL HTL TIME DOA	Room Guaranteed Rate: 61.00USD

continued--

ADVENTURE TRAVEL

EXAMPLE 1 - Continued

<p>03Mar05 Thursday</p>	<p>HOTEL Hilton Gi Albuquerque Airport 2601 YALE BLVD SE ALBUQUERQUE NM 87106 Phone: 505 765 1000 Fax:505 243 2200 Number of Rooms: 1 Confirmation: 3204461862 GRQ Check Out: 04Mar05 Friday Cancellation note: 6PM CXL ON ARR DATE YOUR FREQUEST GUEST NUMBER IS 607566386</p>	<p>Room Guaranteed Rate: 68.00USD</p>
<p>04Mar05 Friday</p>	<p>AIR American Airlines From: Albuquerque NM, USA Meal: None Equip: McDonnell Douglas MD Arrival: 04Mar05 Friday 09:41am Seat:27-D Stops: 0 ARRIVE TERMINAL C American Airlines locator: BYYRPB AA Frequent Flyer#</p>	<p>Flight# 2202 Class: Y To: Dallas/Ft Worth TX, USA Status: Confirmed</p>
<p>04Mar05 Friday</p>	<p>AIR American Airlines From: Dallas/Ft Worth TX, USA Meal: N/A Equip: N/A Arrival: 04Mar05 Friday 02:45pm Seat:28-D American Airlines locator: RYYRPB AA Frequent Flyer#</p>	<p>Flight# 1446 Class: Y To: Ronald Reagan Ntl Apt, USA Status: Confirmed</p>
<p>29May05 Sunday</p>	<p>ASSOCIATE NAME THANK YOU FOR USING ADVENTURE TRAVEL YOUR RESERVATION IS CONFIRMED TICKETING WILL TAKE PLACE ON 24FEB</p>	
<p>YOUR V.I.P. CODE IS K5W * ADTRAV TRAVEL MANAGEMENT ANY CHANGES IN ITINERARY MAY INCREASE COST. ***** IF YOU HAVE NOT UPDATED OR CREATED YOUR PROFILE PLZ VISIT REZPROFILER ACCESSED VIA GSA INSITE ADTRAV TRAVEL MANAGEMENT *NUCLEAR FACILITIES DESK* OPEN MON-FRI 630AM-730PM CT 1877-472-6716 FOR ASSISTANCE AFTER 730PM 1-800-510-2835 USING CONTRACT CARRIER OUTBOUND USING CONTRACT CARRIER RETURN TICKET COST*****\$464.30 SERVICE FEE*****\$0.00 TOTAL COST*****\$464.30 YOUR RESERVATION IS CONFIRMED. TICKET DATE IS 24FEB</p>		

EXAMPLE 2 - Travel to Multiple Temporary Duty Stations

Employee to travel to temporary duty (TDY) on Friday, work official hours on Saturday and Sunday, continue to next TDY on Monday, and return to official duty station on Friday. The employee's regular working hours are 8:00a to 4:30p, Monday-Friday.

Departing Official Duty Station on Friday to TDY Business/hotel

Flight to first TDY departs on Friday at 5:59p and lands at TDY airport at 7:43p. Traveler arrives at hotel at 9:00p. **Time is computed from arrival at airport at official duty station to business/hotel at temporary duty station.**

Traveler arrives at airport - 3:59p	
3:59p - 4:30p - wait time at airport is within regular working hours; therefore no comp time for travel earned;	0:00 hr
4:30p - 6:00p - wait time at airport is outside of regular working hours; therefore comp time for travel is earned	1:30 hr
Flight times - 5:59p - 7:43p	1:45 hr
Flight time outside of regular working hours; therefore comp time for travel is earned	
Traveler arrives at hotel - 9:00p	
7:43p - 9:00p - travel time is outside of regular working hours; therefore comp time for travel is earned	1:15 hr

Departing TDY Hotel to 2nd TDY location on Monday

Flight departs TDY airport on Monday at 9:13a and lands at 2nd TDY airport at 10:33a. Traveler arrives at business/hotel at 11:15a. **Time is computed from business/hotel at 1st TDY to business/hotel at 2nd TDY.**

Traveler leaves hotel and arrives at airport - 7:30a	
7:30a - 8:00a - outside of regular working hours; therefore comp time for travel is earned;	0:30 hr
8:00a - 9:13a - within regular working hours; therefore no comp time for travel is earned	0:00 hr
Flight times - 9:13a - 10:33a	0:00 hr
Flight time is within regular working hours; therefore no comp time for travel earned	
Traveler arrives at business/hotel - 11:15a	0:00 hr
10:33a - 11:15a - travel is within regular working hours; therefore no comp time for travel is earned	

Example 2 – Continues

EXAMPLE 2 – Continued

Departing TDY on Friday to Official Duty Station

Flight departs at 7:00a and lands at airport at official duty station at 2:45p. **Time is computed from business/hotel at TDY to airport at official duty station**

Traveler leaves hotel and goes to airport – 5:00a	
5:00a - 7:00a - outside of regular working hours; therefore comp time for travel is earned	2:00 hr
Flight times – 7:00a - 2:45p	
7:00a - 8:00a - is outside of regular working hours; therefore, comp time for travel is earned;	1:00 hr
8:00a - 2:45p - is within regular working hours; therefore no comp time for travel earned	0:00 hr
Total Comp Time for Travel Earned for Example 2	8:00 hr



2

E4003517@E4003517
The booking locator is 4PVWDH. The fare is \$902.30.

22Feb05 11:09:13

25Feb05
Friday
ASSOCIATE NAME SERVICE CHARGE
ITEM COST USD 0.00
AMOUNT DUE USD 80.00X0.00T0.00
*TTL*FARE*WITH*FEE 902.30

25Feb05 05:59pm
Friday
AIR Delta Airlines
From: Ronald Reagan Ntl Apt, USA
Meal: None
Equip: McDonnell Douglas MD
Arrival: 25Feb05 Friday 07:43pm
Flight# 1147 Class: Y
To: Cincinnati OH, USA
Status: Confirmed
Stops: 0
DEPART TERMINAL B
ARRIVE TERMINAL 3
Delta Airlines locator: P00OEX

25Feb05
Friday
HOTEL Sheraton Corporation Four Points Cincinnati Downtw
150 WEST FIFTH STREET CINCINNATI OH US 45202 2393
Phone: 513 357 5800 Fax:513 357 5810
Number of Rooms: 1 Room Guaranteed
Confirmation: C151211460 Rate: 87.00USD
Check Out: 28Feb05 Monday
Cancellation note: CXL AFTR25FEB05TM18:00 AMT:87.00 USD
NON SMK KNG

28Feb05 09:13am
Monday
AIR Delta Airlines
From: Cincinnati OH, USA
Meal: Snack/brunch
Equip: Boeing 737-800 Jet
Arrival: 28Feb05 Monday 10:33am
Seat:11-B
Stops: 0
DEPART TERMINAL 3
Delta Airlines locator: P00OEX
Flight# 1405 Class: Y
To: Albuquerque NM, USA
Status: Confirmed

28Feb05
Monday
HOTEL Quality Inn And Sts Los Alamos
2175 TRINITY DRIVE LOS ALAMOS NM 87544
Phone: 505 662 7211 Fax:505 661 7714
Number of Rooms: 1 Room Guaranteed
Confirmation: 89282362 GRQ Rate: 61.00USD
Check Out: 03Mar05 Thursday
Cancellation note: CANCEL BY 4 PM LOCAL HTL TIME DOA
YOUR FREQUST GUEST NUMBER IS CJM0526
YOUR FREQUST GUEST NUMBER IS CJM0526
YOUR FREQUST GUEST NUMBER IS CJM0526

continued--



EXAMPLE 2--continued

<p>03Mar05 Thursday</p>	<p>HOTEL Hilton Gi Albuquerque Airport 2601 YALE BLVD SE ALBUQUERQUE NM 87106 Phone: 505 765 1000 Fax:505 243 2200 Number of Rooms: 1 Confirmation: 3202761962NSCONF GRQ Check Out: 04Mar05 Friday Cancellation note: 6PM CXL ON ARR DATE NON SMK KNG</p> <p>YOUR FREQUEST GUEST NUMBER IS CJM0526 YOUR FREQUEST GUEST NUMBER IS 398666486 YOUR FREQUEST GUEST NUMBER IS CJM0526 YOUR FREQUEST GUEST NUMBER IS 398666486 YOUR FREQUEST GUEST NUMBER IS 398666486</p>	<p>Room Guaranteed Rate: 68.00USD</p>
<p>04Mar05 07:00am Friday</p>	<p>AIR American Airlines From: Albuquerque NM, USA Meal: None Equip: McDonnell Douglas MD Arrival: 04Mar05 Friday 09:41am Seat:29-D Stops: 0 ARRIVE TERMINAL C American Airlines locator: ELTRMB AA Frequent Flyer#</p>	<p>Flight# 2202 Class: Y To: Dallas/Ft Worth TX, USA Status: Confirmed</p>
<p>04Mar05 11:03am Friday</p>	<p>AIR American Airlines From: Dallas/Ft Worth TX, USA Meal: Equip: McDonnell Douglas MD Arrival: 04Mar05 Friday 02:45pm Seat:30-D Stops: 0 DEPART TERMINAL C ARRIVE TERMINAL B American Airlines locator: EI TRMB AA Frequent Flyer#</p>	<p>Flight# 1446 Class: Y To: Ronald Reagan Ntl Apt, USA Status: Confirmed</p>
<p>29May05 Sunday</p>	<p>ASSOCIATE NAME THANK YOU FOR USING ADVENTURE TRAVEL YOUR RESERVATION IS CONFIRMED TICKETING WILL TAKE PLACE ON 24FEB</p>	

EXAMPLE 3 - Official Travel Begins on Sunday

Employee to travel to temporary duty (TDY) on Sunday for official business Monday morning, then return to official duty station on Friday. The employee's **regular working hours are 8:00a to 4:30p, Monday-Friday.**

Departing Official Duty Station on Sunday to TDY Business/Hotel

Flight to TDY departs on Sunday at 5:11p and lands at TDY airport at 9:59p. Traveler arrives at business/hotel at 11:00p. **Time is computed from arrival at airport at official duty station to business/hotel at temporary duty station.**

Traveler arrives at airport - 2:15p	
2:15p - 5:11p - wait time at airport is outside of regular working hours (Sunday); therefore comp time for travel is earned (Waiting time may not exceed 2 hours)	2:00 hr
Flight times - 5:11p - 9:59p	4:45 hr
Flight time is outside of regular working hours; therefore comp time for travel is earned	
Traveler arrives at business/hotel - 11:00p	
9:59 - 11:00p - travel time is outside of regular working hours; therefore comp time for travel is earned	1:00 hr

Departing TDY on Friday to Official Duty Station

Flight departs at 4:35p and lands at airport at official duty station at 10:29p. **Time is computed from business/hotel at TDY to airport at official duty station**

Traveler leaves business/hotel and goes to airport - 2:35p	
2:35p - 4:35p - within regular working hours; therefore no comp time for travel is earned	0:00 hr
Flight times - 4:35p - 10:29p	
4:35p - 10:29p - is outside of regular working hours; therefore comp time for travel is earned	6:00 hr
Total Comp Time for Travel Earned for Example 3	13:45 hr



17Feb05 13:01:54

The booking locator is 4CZ8QU. The fare is \$773.30.

27Feb05
Sunday

ASSOCIATE NAME SERVICE CHARGE
ITEM COST USD 0.00
AMOUNT DUE USD 80.00X0.00T0.00
*TTL*FARE*WITH*FEE 773.30

27Feb05 05:11pm
Sunday

AIR American Airlines
From: Baltimore Wash MD, USA
Meal:
Equip: McDonnell Douglas MD
Arrival: 27Feb05 Sunday 07:45pm
Seat:29-D
Stops: 0
American Airlines locator: HJPSGR
AA Frequent Flyer#

Flight# 2479 Class: Y
To: Dallas/Ft Worth TX, USA

Status: Confirmed

27Feb05 08:51pm
Sunday

AIR American Airlines
From: Dallas/Ft Worth TX, USA
Meal: None
Equip: ERJ-145 Jet
Arrival: 27Feb05 Sunday 09:59pm
Seat:04-B
Stops: 0
OPERATED BY AMERICAN EAGLE
American Airlines locator: HJPSGR
AA Frequent Flyer#

Flight# 3475 Class: Y
To: Amarillo TX, USA

Status: Confirmed

27Feb05
Sunday

HOTEL Luxe Worldwide Hospitality Ambassador Hotel
3100 I40 WEST AMARILLO TX 79102
Phone: 806-358-6161 Fax:806-358-9869
Number of Rooms: 1
Confirmation: CYCTN4C
Check Out: 04Mar05 Friday
Cancellation note: CANCEL BY 4PM DAY OF ARRIVAL

Room Guaranteed
Rate: 66.00USD

04Mar05 04:35pm
Friday

AIR American Airlines
From: Amarillo TX, USA
Meal: None
Equip: Embraer RJ140 Jet
Arrival: 04Mar05 Friday 05:41pm
Seat:03-A
Stops: 0
OPERATED BY AMERICAN EAGLE
American Airlines locator: HJPSGR
AA Frequent Flyer#

Flight# 3772 Class: Y
To: Dallas/Ft Worth TX, USA

Status: Confirmed

continued--

04Mar05 06:46pm Friday	AIR American Airlines From: Dallas/Ft Worth TX, USA Meal: N/A Equip: N/A Arrival: 04Mar05 Friday 10:29pm Seat:24-D American Airlines locator: HJPSSGR AA Frequent Flyer#	Flight# 318 Class: Y To: Ronald Reagan Ntl Apt, USA Status: Confirmed
28May05 Saturday	ASSOCIATE NAME THANK YOU FOR USING ADVENTURE TRAVEL YOUR RESERVATION IS CONFIRMED TICKETING WILL TAKE PLACE ON 24FEB	
<p>YOUR V.I.P. CODE IS K5W * ADTRAV TRAVEL MANAGEMENT ANY CHANGES IN ITINERARY MAY INCREASE COST. *****</p> <p>IF YOU HAVE NOT UPDATED OR CREATED YOUR PROFILE PLZ VISIT REZPROFILER ACCESSED VIA GSA INSITE ADTRAV TRAVEL MANAGEMENT *NUCLEAR FACILITIES DESK* OPEN MON-FRI 630AM-730PM CT 1877-472-6716 FOR ASSISTANCE AFTER 730PM 1-800-510-2835 USING NONCONTRACT CARRIER OUTBOUND USING CONTRACT CARRIER RETURN **NO CONTRACT CITY PAIR FROM IAD TO AMA** ***DECLINED CAR...RIDING WITH SOMEONE*** YOUR RESERVATION IS CONFIRMED. TICKET DATE IS 24FEB TICKET COST*****\$773.30 SERVICE FEE*****\$0.00 TOTAL COST*****\$773.30 YOUR RESERVATION IS CONFIRMED. TICKET DATE IS 24FEB</p>		

EXAMPLE 4 - Same as Example 3 Except Flight Is Delayed Two Hours

Employee to travel to temporary duty (TDY) on Sunday for official business Monday morning, then return to official duty station on Friday. Flight to TDY is delayed 2 hours. The employee's **regular working hours are 8:00a to 4:30p, Monday-Friday.**

Departing Official Duty Station on Sunday to TDY Business/Hotel

Flight to TDY is scheduled to depart on Sunday at 5:11p and land at TDY airport at 9:59p, but there is a two hour delay when traveler gets to airport. Traveler arrives at hotel at 1:00a on Monday. The employee's regular working hours are 8:00a to 4:30p, Monday-Friday. **Time is computed from arrival at airport at official duty station to business/hotel at temporary duty station.**

Traveler arrives at airport - 3:15p	
3:15p - 5:11p - wait time at airport is outside of regular working hours (Sunday); therefore comp time for travel is earned;	2:00 hr
5:11p - 7:11p - additional wait time due to delay is outside of regular working hours; therefore comp time for travel is earned	2:00 hr
Flight times - 7:11p - 11:59p	4:45 hr
Flight time is outside of regular working hours; therefore comp time for travel is earned	
Traveler arrives at hotel - 1:00a on Monday	
11:59p - 1:00a - travel time is outside of regular working hours; therefore comp time for travel is earned	1:00 hr

Departing TDY on Friday to Official Duty Station

Flight departs at 4:35p and lands at airport at official duty station at 10:29p. **Time is computed from business/hotel at TDY to airport at official duty station**

Traveler leaves business/hotel and goes to airport - 2:35p	
2:35p - 4:35p - within regular working hours; therefore no comp time for travel is earned	0:00 hr
Flight times - 4:35p - 10:29p	
4:35p - 10:29p - is outside of regular working hours; therefore comp time for travel is earned	6:00 hr
Total Comp Time for Travel Earned for Example 4	15:45 hr

EXAMPLE 5 - Employee Changes Schedule for Personal Convenience and Encounters Delays

Employee to travel to temporary duty (TDY) on Thursday and return on Friday. However, employee returns on Sunday evening for personal convenience. Flight on Sunday evening is delayed 2 hours. The employee's **regular working hours are 8:00a to 4:30p, Monday-Friday.**

Departing Official Duty Station on Thursday to TDY Business/Hotel

Flight departs at 9:24a on Thursday and lands at TDY at 5:15p; traveler arrives at hotel at 6:30p. **Time is computed from arrival at airport at official duty station to business/hotel at temporary duty station.**

Traveler arrived at airport – 7:20a	
7:20a - 9:24a - a portion of the wait time at airport is outside of regular working hours; therefore comp time for travel is earned	0:45 hr
Flight times – 9:24a - 5:15p	
9:24a - 4:30p - is within regular working hours; therefore no comp time for travel is earned;	0:00 hr
4:30p - 5:15p - is outside of regular working hours; therefore comp time for travel is earned	0:45 hr
Traveler arrived at business/hotel at TDY – 6:30p	0:45 hr
5:15p - 6:30p - is outside of regular working hours; therefore comp time for travel is earned	

Departing TDY on Sunday to Official Duty Station (official travel date was Friday)

Date changed for personal convenience. Any delays are the responsibility of the traveler and are not creditable for comp time for travel. Compute as if traveler was departing on official travel date.

Friday flight scheduled to depart at 4:32p and land at official duty station airport at 9:27p. Sunday flight is delayed 2 hours and departs at 6:30p and lands at airport at official duty station at 11:30p. **Time is computed from business/hotel at TDY to airport at official duty station.**

Traveler leaves business/hotel and goes to airport – 2:30p	
2:30p - 4:32p - Friday schedule is within regular working hours; therefore no comp time for travel is earned;	0:00 hr
4:32p - 6:32p - flight delayed 2 hrs (non-creditable time) (Employee changed departure date to Sunday for personal convenience)	0:00 hr
Flight times – 6:30p - 11:30p	
4:32p - 9:27p - Friday schedule outside of regular working hours; therefore comp time for travel is earned	5:00 hr
9:27p - 11:30p - flight delayed 2 hrs (non-creditable time) (Employee changed departure date to Sunday for personal convenience)	0:00 hr
Total Comp Time for Travel Earned for Example 5	7:15 hr



E4003484

24Jan05 15:12:59

E0011397@E0014337
The booking locator is N2EX33. The fare is \$477.30.

27Jan05
Thursday

ASSOCIATE NAME SERVICE CHARGE
ITEM COST USD 0.00
AMOUNT DUE USD B0.00X0.00T0.00
*TTL*FARE*WITH*FEE 477.30

27Jan05 09:24am
Thursday

AIR American Airlines
From: Albuquerque NM, USA
Meal: None
Equip: McDonnell Douglas MD
Arrival: 27Jan05 Thursday 12:05pm

Flight# 1648 Class: Y
To: Dallas/Ft Worth TX, USA
Status: Confirmed

Stops: 0
ARRIVE TERMINAL C
American Airlines locator: GKFVTO

27Jan05 01:31pm
Thursday

AIR American Airlines
From: Dallas/Ft Worth TX, USA
Meal:
Equip: McDonnell Douglas MD
Arrival: 27Jan05 Thursday 05:15pm
Seat:15-A
Stops: 0
DEPART TERMINAL C
ARRIVE TERMINAL B
American Airlines locator: GKFVTO

Flight# 1296 Class: Y
To: Ronald Reagan Ntl Apt, USA
Status: Confirmed

27Jan05
Thursday

HOTEL Ritz-carlton Htlis Ritz Carlton Washington Dc
1150 22ND ST NW WASHINGTON DC 20037
Phone: 202-835-0500 Fax:202-835-1588
Number of Rooms: 1
Confirmation: 80821396
Check Out: 28Jan05 Friday
Cancellation note: CANCEL PERMITTED UP TO 12PM DAY OF ARRIVAL, HOTEL
TIME. \$ 153.00 CANCEL PENALTY PER ROOM.

Room Guaranteed
Rate: 153.00USD

28Jan05 04:32pm
Friday

AIR American Airlines
From: Ronald Reagan Ntl Apt, USA
Meal:
Equip: McDonnell Douglas MD
Arrival: 28Jan05 Friday 06:59pm

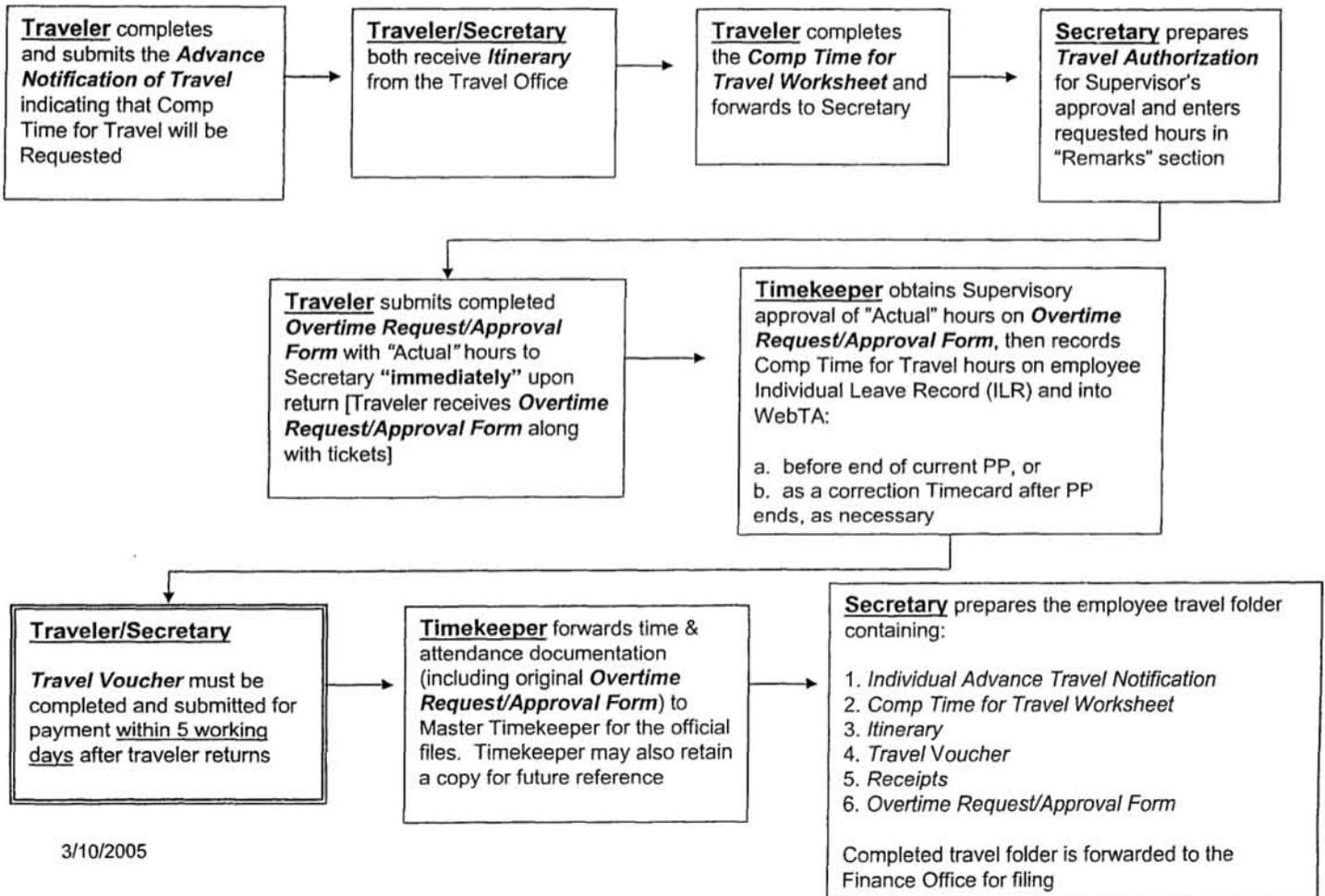
Flight# 1663 Class: Y
To: Dallas/Ft Worth TX, USA
Status: Confirmed

Stops: 0
DEPART TERMINAL B
ARRIVE TERMINAL C
American Airlines locator: GKFVTO

continued--

✈️ 28Jan05 08:38pm Friday	AIR American Airlines From: Dallas/Ft Worth TX, USA Meal: N/A Equip: N/A Arrival: 28Jan05 Friday 09:27pm Seat: 18-F American Airlines locator: GKFVTO	Flight# 1529 Class: Y To: Albuquerque NM, USA Status: Confirmed
27Apr05 Wednesday	ASSOCIATE NAME THANK YOU FOR USING ADVENTURE TRAVEL YOUR RESERVATION IS CONFIRMED TICKETING WILL TAKE PLACE ON 27JAN	
<p>YOUR V.I.P. CODE IS K5W * ADTRAV TRAVEL MANAGEMENT ANY CHANGES IN ITINERARY MAY INCREASE COST. *****</p> <p>IF YOU HAVE NOT UPDATED OR CREATED YOUR PROFILE PLZ VISIT REZPROFILER ACCESSED VIA GSA INSITE ADTRAV TRAVEL MANAGEMENT *NUCLEAR FACILITIES DESK* OPEN MON-FRI 630AM-730PM CT 1877-472-6716 FOR ASSISTANCE AFTER 730PM 1-800-510-2835 USING CONTRACT CARRIER OUTBOUND USING CONTRACT CARRIER RETURN **ASSIGNED SEATING CLOSED ABQ TO DFW** **ASSIGNED SEATING CLOSED DCA TO DFW** TICKET COST*****\$477.30 SERVICE FEE*****\$0.00 TOTAL COST*****\$477.30 YOUR RESERVATION IS CONFIRMED. TICKET DATE IS 27JAN DECLINED CAR</p>		

COMP TIME FOR TRAVEL PROCESS



3/10/2005

INDIVIDUAL ADVANCE TRAVEL NOTIFICATION

Revised 2/9/05

TRAVELER:	
TDY DESTINATION (e.g., SRS or specific city):	
ARRIVAL AT WHAT AIRPORT:	
OFFICIAL TRAVEL DATES ONLY:	

Compensatory time for travel will be requested for one or more travel segments of this trip.

1 ST TDY DESTINATION				2 ND TDY DESTINATION			
Place "X" in front of airport DEPARTURE AIRPORT				DEPARTURE AIRPORT			
BWI	DULLES	NATIONAL	OTHER:				
Arrival Date & Time At TDY Site:				Arrival Date & Time At TDY Site:			
Departure Date & Time From TDY Site:				Departure Date & Time From TDY:			
Place "X" in front of airport RETURN AIRPORT				Place "X" in front of airport RETURN AIRPORT			
BWI	DULLES	NATIONAL	OTHER:	BWI	DULLES	NATIONAL	OTHER:
LODGING				LODGING			
1 ST Choice				1 ST Choice			
2 ND Choice				2 ND Choice			
RENTAL CAR				RENTAL CAR			
1 ST Choice		2 ND Choice		1 ST Choice		2 ND Choice	
Must include Justification If Other Than Site Visit:				Must include Justification If Other Than Site Visit:			

PURPOSE

SITE VISIT: A trip to the location of a DOE defense nuclear facility to pursue a specific objective that is, or could be, related directly to the Board's performance plan goals.
REVIEW/WORKSHOP: A trip to somewhere other than a defense nuclear facility (e.g., DOE-AL) for the purpose of conducting a review, participating in a mission-related meeting or workshop, or covering a conference for which attendance by the Board's staff is considered essential (e.g., an ISM conference, a NESS lessons learned workshop).
TRAINING: Travel to any location for the primary purpose of staff development, usually in fulfillment of an Individual Development Plan objective.
RECRUITING: Travel to any location to recruit new staff members.
OTHER: Travel that is not covered by any of the above categories. (Additional justification for travel in this category will usually be required).

Description:

--

STRATEGIC AREA OF CONCENTRATION (SAC)

(I) Nuclear Weapon Operations
(II) Nuclear Material Processing and Stabilization
(III) Nuclear Facilities Design and Infrastructure
(IV) Nuclear Safety Programs and Analysis

ADDITIONAL INSTRUCTIONS

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POINT OF CONTACT & PHONE NUMBER:

--

OTHER ONPSS STAFF:

--

Comp Time for Travel Worksheet

Compensatory time off for official travel can be earned for the time that: (1) an employee actually spends traveling between the official duty station and the temporary duty station (TDY), plus usual waiting time that precedes or interrupts such travel; **and** (2) occurs outside the employee's approved working hours.

Comp Time for Travel Rules:

1. Travel between the official duty station (airport) and the temporary duty stations (hotel/business) are the basis for the computation of comp time for travel.
2. Always use the local time of the city the traveler is in when calculating the departure and arrival times.
3. The waiting time at airport prior to departure or the time from hotel/business to airline departure may not exceed two (2) hours. (In certain circumstances, an extended drive time from your TDY hotel to the airport will be considered in calculating allowable comp time.)
4. Comp time for travel can be earned in 15 minute increments.

If travel date/time is changed for personal convenience, any delays/cancellations are the responsibility of the traveler and are not creditable for comp time for travel. Compute comp time for travel as if traveler was departing on official travel date.

Traveler: _____ **Act# from Itinerary:** _____

Traveler's Approved Working Hours: _____ **Monday-Friday**

Estimated Comp Time for
Travel Requested
(15 minute increments)

Departing Official Duty Station to TDY

Comp Time for Travel is computed from arrival at airport at official duty station to business/hotel at temporary duty station. _____ : _____ hr

Departing TDY Hotel/Business to next TDY Location

(if applicable) _____ : _____ hr

Comp Time for Travel is computed from business/hotel at 1st TDY to business/hotel at 2nd temporary duty station.

Departing TDY Hotel/Business to Official Duty Station

Comp Time for Travel is computed from business/hotel at TDY to airport at official duty station. _____ : _____ hr

Total Comp Time for Travel Requested _____ : _____ hr

Give completed form to Secretary to include hours on Travel Authorization (TA).

Defense Nuclear Safety Board
Travel Authorization

For
(b) (6)

FOR OFFICIAL USE ONLY

Act Number: 98882700
Type: Travel

Authorization Number: 988827
Status: New

Destination: ALBUQUERQUE,NEW MEXICO

Start Date: 02/28/2005

End Date: 03/04/2005

Major Transportation: Airline

Corporate Account: Yes

Estimated Amount: \$464.50

Estimated Auth. Total: \$1,305.00

Max Authorized Amt: \$840.50

Airline Ticket Fee: \$0.00

Non Federal Sponsored Items: No

Actual Expense: No

Advance Requested: No

Advance Amt Requested: \$0.00

Pegsys Ref No: XX2005022200065

Purpose Of Trip: SV-Site Visit

Remarks: Fire protection and emergency management _____ hours of comp time for this travel is requested.

Authorization

Created by: NADINE L LOFTEN

Approved by: None

Date: None

Local Travel

Travel Type	Amount	Description
Taxi	\$25.00	Residence to airport
Car Rental	\$300.00	Rental Car
Other	\$25.00	Gas for rental car
Taxi	\$25.00	Airport to residence

Accounting Report

Fund	Beg FY	Region	Organization	Budget Activity	Function Code	Cost Element	Project Number	Work Item	Building	Agreement	Vehicle	Contract	Location	System
925X	2004	11	TWK91110	WK00	WKS01	110	LANL							

Activity Report

Date/Time	Activity	Performed by
02/22/2005 06:02:31	Authorization created	(b) (6)

DEFENSE NUCLEAR FACILITIES SAFETY BOARD

OVERTIME REQUEST/APPROVAL

This form must be completed for all compensatory/overtime requested and worked.

NAME (Please Print)	DATE
PAY PERIOD ENDING	REQUESTING OFFICIAL

Requested		Actual			Initials (if changed from request)
Date	No. of Hours	Date	No. of Hours	Times	

Justification:

Check One:*

- O/T Payment Requested _____
- Compensatory Time Requested _____
- Compensatory Time for Travel ACT#: _____

*Compensation of O/T is subject to applicable rules and regulations.

SIGNATURE OF APPROVING OFFICIAL	DATE
---------------------------------	------

ORIGINAL TO TIMEKEEPER AFTER APPROVAL

Comp Time for Official Travel

Eligibility

The new compensatory time off applies to all Board, including DN employees. It does not apply to Board Members or Senior Executive Service (SES) employees.

Notification and Approval Procedures

The traveler completes the "Individual Advance Travel Notification" form online per normal procedure. If the traveler is requesting Comp Time for Travel, he/she should check the box next to "*Travel Comp Time will be requested for one or more travel segments of this trip.*"

The advance travel notification form goes to the traveler's immediate supervisor, the traveler's secretary, and the OGM travel planning staff for information and action. The secretary and traveler will receive a copy of the itinerary and *Comp Time for Travel Worksheet* with the assigned Act Number.

Travel Authorization

The electronic Travel Authorization form contains the planned travel information. In the "Remarks" section of the Travel Authorization, the secretary should type the following statement for the review and approval of the traveler's immediate supervisor.

"XX hours of comp time for this travel is requested"

In approving the travel authorization, the supervisor is authorizing the traveler's requested comp time in advance of the trip. The Board allows employees to accumulate Comp Time for Travel in increments of 15 minutes. The traveler will provide the secretary with the number of comp time hours requested by completing the *Comp Time for Travel Worksheet*:

Travel Voucher

If the travel authorization is approved with a comp time request, the traveler must fill out the attached *Overtime Request/Approval Form* **immediately** upon his/her return from travel and provide this form to the timekeeper for supervisory approval and entry into the T&A reporting system (WebTA). This form will be included in the travel documents package, along with the travel voucher information sheet, travel authorization, and applicable airline tickets.

It is important that the traveler properly fill in the data fields on this form, recording the dates and the actual number of comp time hours for travel earned on the trip, checking the "Compensatory Time for Travel" box and entering the Act Number from the itinerary or Travel Authorization. The timekeeper will attach a copy of the Travel Authorization to the *Overtime Request/Approval Form* and ensure that the appropriate approving official signs it. The timekeeper will then enter the comp time information in the T&A system for the appropriate pay period.

The travel voucher must be completed and submitted for payment within 5 business days.

If a traveler encounters a situation where comp time for travel may be required after a trip has commenced, the traveler should contact his/her supervisor if possible to obtain advance approval for the comp time request.

Timekeeper Procedures for Recording Comp Time for Travel Earned and Used

Timekeepers will establish a column on the employee Individual Leave Record (ILR) to track accrual and use of Comp Time for Official Travel. Changing the heading for the *Credit Hours Column* to *Comp Time Travel* will serve the purpose. Comp Time for Travel will be posted to this column as it is earned and removed as it is used. Since comp time for official travel expires if not used within 26 pay periods from the pay period in which it is credited, travel comp time used should be charged against the oldest comp time earned.

Approved *Overtime Request/Approval Forms* (original) must be turned in to the master timekeeper in OGM along with the pay period's supporting documentation (for the pay period in which the travel occurred) before 12 o'clock (noon) on the Monday following the end of the pay period.

When an employee travels during the first week of a pay period, the timekeeper should enter the Comp Time for Travel Earned on the Individual Leave Record (ILR) and in WebTA before the end of the pay period (after supervisory approval of the "Actual" hours). When travel occurs within the second week of the pay period, it may be necessary for the timekeeper to do a **Correction timecard** in WebTA to add the Comp Time for Travel Earned for the pay period that ended the week before. Timekeepers must ensure that an accurate ACT number is referenced on the *Overtime Request/Approval Form* for future audit purposes. The documentation should be provided to the master timekeeper in OGM as soon as the correction card is certified and the BPD Payroll office is notified to process the correction timecard.

A copy of the *Overtime Request/Approval Form* should be retained by the timekeeper. The copy will be included in the employee's travel folder. The secretary may attach a copy of the *Comp time for Travel Worksheet* behind the *Overtime/Request/Approval Form*, for Supervisory reference, if the supervisor prefers to review it before approval "Actual" hours.

Using Comp Time for Travel

Employees wishing to use accumulated Comp Time for Travel should fill out a standard leave request form (SF-71) and obtain the normal supervisory approval(s). In the "Remarks" section of the leave request form, the traveler should clearly indicate that the leave should be charged against his/her Comp Time for Travel balance. Since Comp Time for Travel expires after 26 pay periods from the date it was originally credited, employees must track their individual comp time earning dates.

Examples for Calculating Compensatory Time Off for Official Travel

Compensatory time off for official travel can be earned for the time that: (1) an employee actually spends traveling between the official duty station and the temporary duty station (TDY), plus usual waiting time that precedes or interrupts such travel; **and** (2) occurs outside the employee's approved working hours.

Comp Time for Travel Rules:

- ➔ Travel between the official duty station (airport) and the temporary duty stations (hotel/business) are the basis for the computation of comp time for travel.
- ➔ Always use the local time of the city the traveler is in when calculating the departure and arrival times.
- ➔ The waiting time at airport prior to departure or the time from hotel/business to airline departure may not exceed two (2) hours. (In certain circumstances, an extended drive time from your TDY hotel to the airport will be considered in calculating allowable comp time.)
- ➔ Comp time for travel can be earned in 15 minute increments.

If travel date/time is changed for personal convenience, any delays/cancellations are the responsibility of the traveler and are not creditable for comp time for travel. Compute comp time for travel as if traveler was departing on the official travel date.

Examples are attached:

EXAMPLE 1 - Official Travel During Regular Working Hours

EXAMPLE 2 - Travel to Multiple Temporary Duty Stations

EXAMPLE 3 - Official Travel Begins on Sunday

EXAMPLE 4 - Same as Example 3 Except Flight Is Delayed Two Hours

EXAMPLE 5 - Employee Changes Schedule for Personal Convenience and Encounters Delays

EXAMPLE 1 - Official Travel During Regular Working Hours

Employee to travel to temporary duty (TDY) on Monday and return on Friday. The employee's regular working hours are 8:00a to 4:30p.

Departing Official Duty Station on Monday to TDY (Business/Hotel)

Flight departs at 10:10a on Monday and lands at TDY at 2:39p; traveler arrives at hotel at 3:40p. **Time is computed from arrival at airport at official duty station to business/hotel at temporary duty station.**

Traveler arrives at airport – 8:10a	
8:10a - 10:10a - wait time at airport is within regular working hours; therefore no comp time for travel earned	0:00 hr
Flight times – 10:10a - 2:39p	
Flight time within regular working hours; therefore no comp time for travel earned	0:00 hr
Traveler arrived at business/hotel at TDY – 3:40p	
2:39p - 3:40p - travel time within regular working hours; therefore no comp time for travel earned	0:00 hr

Departing TDY on Friday to Official Duty Station

Flight departs at 7:00a and lands at airport at official duty station at 2:45p. **Time is computed from business/hotel at TDY to airport at official duty station.**

Traveler leaves business/hotel and goes to airport – 5:00a	
5:00a - 7:00a - outside of regular working hours; therefore comp time for travel is earned	2:00 hr
Flight Times – 7:00a - 2:45p	
7:00a - 8:00a - outside of regular working hours; therefore comp time for travel is earned;	1:00 hr
8:00a - 2:45p - within regular working hours; therefore no comp time for travel earned	0:00 hr
Total Comp Time for Travel Earned for Example 1	3:00 hr



EXAMPLE 1

①

		T0000000@T0000000 The booking locator is 4CBL46. The fare is \$464.30.	14Feb05 09:31:33
28Feb05 Monday		ASSOCIATE NAME SERVICE CHARGE ITEM COST USD 0.00 AMOUNT DUE USD 00.00X0.00T0.00 *TTL*FARE*WITH*FEE 464.30	
28Feb05 Monday	10:10am	AIR American Airlines From: Washington Dulles DC, USA Meal: Equip: McDonnell Douglas MD Arrival: 28Feb05 Monday 12:34pm Seat:25-D Stops: 0 ARRIVE TERMINAL C American Airlines locator: BYYRPB AA Frequent Flyer# \	Flight# 1615 Class: Y To: Dallas/Ft Worth TX, USA Status: Confirmed
28Feb05 Monday	01:51pm	AIR American Airlines From: Dallas/Ft Worth TX, USA Meal: None Equip: McDonnell Douglas MD Arrival: 28Feb05 Monday 02:39pm Seat:21-B Stops: 0 DEPART TERMINAL C American Airlines locator: BYYRPP AA Frequent Flyer#	Flight# 649 Class: Y To: Albuquerque NM, USA Status: Confirmed
28Feb05 Monday		CAR Pick Up City: Albuquerque NM, USA Avis Rent A Car Conf#: 12234050US3 PEXP Drop off: 04Mar05	TYPE: Inter Car Auto A/c Rate:50.00USD Albuquerque NM, USA Rate Info: USD 50.00Day Ulmtd 50.00Xtra Day Ulmtd 17.00Xtra Hr Ulmtd /RC-BM/LT01/ARR-AA0649-1439/DT-0600/NM: /G/CD-A555500/ID-L3Y52A/RI-APPROX TOTAL 281.80 USD INCLUDES TAXES-FEES-SURCHARGES/SA-CONCESSION RECOVERY FEE MAY APPLY/CF-12234050US3 PEXP Arrival Time: 1439 Dropoff Time: 06:00am
28Feb05 Monday		HOTEL Quality Inn And Sts Los Alamos 2175 TRINITY DRIVE LOS ALAMOS NM 87544 Phone: 505 662 7211 Fax:505 661 7714 Number of Rooms: 1 Confirmation: 89256099 GRQ Check Out: 03Mar05 Thursday Cancellation note: CANCEL BY 4 PM LOCAL HTL TIME DOA	Room Guaranteed Rate: 61.00USD

continued--

ADVENTURE TRAVEL

EXAMPLE 1 - Continued

<p> 03Mar05 Thursday</p>	<p>HOTEL: Hilton Gi Albuquerque Airport 2601 YALE BLVD SE ALBUQUERQUE NM 87106 Phone: 505 765 1000 Fax:505 243 2200 Number of Rooms: 1 Confirmation: 3204461862 GRQ Check Out: 04Mar05 Friday Cancellation note: 6PM CXL ON ARR DATE YOUR FREQUENT GUEST NUMBER IS (b) (6)</p>	<p>Room Guaranteed Rate: 68.00USD</p>
<p> 04Mar05 07:00am Friday</p>	<p>AIR: American Airlines From: Albuquerque NM, USA Meal: None Equip: McDonnell Douglas MD Arrival: 04Mar05 Friday 09:41am Seat:27-D Stops: 0 ARRIVE TERMINAL C American Airlines locator: BYYRPB AA Frequent Flyer#</p>	<p>Flight# 2202 Class: Y To: Dallas/Ft Worth TX, USA Status: Confirmed</p>
<p> 04Mar05 11:03am Friday</p>	<p>AIR: American Airlines From: Dallas/Ft Worth TX, USA Meal: N/A Equip: N/A Arrival: 04Mar05 Friday 02:45pm Seat:28-D American Airlines locator: BYYRPB AA Frequent Flyer#</p>	<p>Flight# 1446 Class: Y To: Ronald Reagan Intl Apt, USA Status: Confirmed</p>
<p>29May05 Sunday</p>	<p>ASSOCIATE NAME THANK YOU FOR USING ADVENTURE TRAVEL YOUR RESERVATION IS CONFIRMED TICKETING WILL TAKE PLACE ON 24FEB</p>	
<p>YOUR V.I.P. CODE IS K5W * ADTRAV TRAVEL MANAGEMENT ANY CHANGES IN ITINERARY MAY INCREASE COST. *****</p> <p>IF YOU HAVE NOT UPDATED OR CREATED YOUR PROFILE PLZ VISIT REZPROFILER ACCESSED VIA GSA INSITE ADTRAV TRAVEL MANAGEMENT *NUCLEAR FACILITIES DESK* OPEN MON-FRI 630AM-730PM CT 1877-472-6716 FOR ASSISTANCE AFTER 730PM 1-800-510-2835 USING CONTRACT CARRIER OUTBOUND USING CONTRACT CARRIER RETURN TICKET COST*****\$464.30 SERVICE FEE*****\$0.00 TOTAL COST*****\$464.30 YOUR RESERVATION IS CONFIRMED. TICKET DATE IS 24FEB</p>		

EXAMPLE 2 - Travel to Multiple Temporary Duty Stations

Employee to travel to temporary duty (TDY) on Friday, work official hours on Saturday and Sunday, continue to next TDY on Monday, and return to official duty station on Friday. The employee's regular working hours are 8:00a to 4:30p, Monday-Friday.

Departing Official Duty Station on Friday to TDY Business/hotel

Flight to first TDY departs on Friday at 5:59p and lands at TDY airport at 7:43p. Traveler arrives at hotel at 9:00p. **Time is computed from arrival at airport at official duty station to business/hotel at temporary duty station.**

Traveler arrives at airport - 3:59p	
3:59p - 4:30p - wait time at airport is within regular working hours; therefore no comp time for travel earned;	0:00 hr
4:30p - 6:00p - wait time at airport is outside of regular working hours; therefore comp time for travel is earned	1:30 hr
Flight times - 5:59p - 7:43p	1:45 hr
Flight time outside of regular working hours; therefore comp time for travel is earned	
Traveler arrives at hotel - 9:00p	
7:43p - 9:00p - travel time is outside of regular working hours; therefore comp time for travel is earned	1:15 hr

Departing TDY Hotel to 2nd TDY location on Monday

Flight departs TDY airport on Monday at 9:13a and lands at 2nd TDY airport at 10:33a. Traveler arrives at business/hotel at 11:15a. **Time is computed from business/hotel at 1st TDY to business/hotel at 2nd TDY.**

Traveler leaves hotel and arrives at airport - 7:30a	
7:30a - 8:00a - outside of regular working hours; therefore comp time for travel is earned;	0:30 hr
8:00a - 9:13a - within regular working hours; therefore no comp time for travel is earned	0:00 hr
Flight times - 9:13a - 10:33a	0:00 hr
Flight time is within regular working hours; therefore no comp time for travel earned	
Traveler arrives at business/hotel - 11:15a	0:00 hr
10:33a - 11:15a - travel is within regular working hours; therefore no comp time for travel is earned	

Example 2 – Continues

EXAMPLE 2 – Continued

Departing TDY on Friday to Official Duty Station

Flight departs at 7:00a and lands at airport at official duty station at 2:45p. **Time is computed from business/hotel at TDY to airport at official duty station**

Traveler leaves hotel and goes to airport – 5:00a	
5:00a - 7:00a - outside of regular working hours; therefore comp time for travel is earned	2:00 hr
Flight times – 7:00a - 2:45p	
7:00a - 8:00a - is outside of regular working hours; therefore, comp time for travel is earned;	1:00 hr
8:00a - 2:45p - is within regular working hours; therefore no comp time for travel earned	0:00 hr
Total Comp Time for Travel Earned for Example 2	8:00 hr



2

22Feb05 11:09:13

E4003517@E4003517
The booking locator is 4PVWDH. The fare is \$902.30.

25Feb05
Friday

ASSOCIATE NAME SERVICE CHARGE
ITEM COST USD 0.00
AMOUNT DUE USD 80.00X0.00T0.00
*TTL*FARE*WITH*FEE 902.30

25Feb05 05:59pm
Friday

AIR Delta Airlines
From: Ronald Reagan Ntl Apt, USA
Meal: None
Equip: McDonnell Douglas MD
Arrival: 25Feb05 Friday 07:43pm

Flight# 1147 Class: Y
To: Cincinnati OH, USA

Status: Confirmed

Stops: 0
DEPART TERMINAL B
ARRIVE TERMINAL 3
Delta Airlines locator: P00OEX

25Feb05
Friday

HOTEL Sheraton Corporation Four Points Cincinnati Downtw
150 WEST FIFTH STREET CINCINNATI OH US 45202 2393
Phone: 513 357 5800 Fax:513 357 5810
Number of Rooms: 1
Confirmation: C151211460
Check Out: 28Feb05 Monday
Cancellation note: CXL AFTR25FEB05TM18:00 AMT:87.00 USD
NON SMK KNG

Room Guaranteed
Rate: 87.00USD

28Feb05 09:13am
Monday

AIR Delta Airlines
From: Cincinnati OH, USA
Meal: Snack/brunch
Equip: Boeing 737-800 Jet
Arrival: 28Feb05 Monday 10:33am
Seat:11-B

Flight# 1405 Class: Y
To: Albuquerque NM, USA

Status: Confirmed

Stops: 0
DEPART TERMINAL 3
Delta Airlines locator: P00OEX

28Feb05
Monday

HOTEL Quality Inn And Sts Los Alamos
2175 TRINITY DRIVE LOS ALAMOS NM 87544
Phone: 505 662 7211 Fax:505 661 7714
Number of Rooms: 1
Confirmation: 89282362 GRQ
Check Out: 03Mar05 Thursday
Cancellation note: CANCEL BY 4 PM LOCAL HTL TIME DOA

Room Guaranteed
Rate: 61.00USD

YOUR FREQUEST GUEST NUMBER IS (b) (6)
YOUR FREQUEST GUEST NUMBER IS
YOUR FREQUEST GUEST NUMBER IS

continued--



EXAMPLE 2—continued

<p>03Mar05 Thursday</p>	<p>HOTEL Hilton Gi Albuquerque Airport 2601 YALE BLVD SE ALBUQUERQUE NM 87106 Phone: 505 765 1000 Fax:505 243 2200 Number of Rooms: 1 Confirmation: 3202761962NSCONF GRQ Check Out: 04Mar05 Friday Cancellation note: 6PM CXL ON ARR DATE NON SMK KNG</p> <p style="text-align: right;">Room Guaranteed Rate: 68.00USD</p> <p>YOUR FREQUEST GUEST NUMBER IS (b) (6) YOUR FREQUEST GUEST NUMBER IS (b) (6)</p>
<p>04Mar05 07:00am Friday</p>	<p>AIR American Airlines From: Albuquerque NM, USA Meal: None Equip: McDonnell Douglas MD Arrival: 04Mar05 Friday 09:41am Seat:29-D Stops: 0 ARRIVE TERMINAL C American Airlines locator: ELTRMB AA Frequent Flyer#</p> <p style="text-align: right;">Flight# 2202 Class: Y To: Dallas/Ft Worth TX, USA Status: Confirmed</p>
<p>04Mar05 11:03am Friday</p>	<p>AIR American Airlines From: Dallas/Ft Worth TX, USA Meal: Equip: McDonnell Douglas MD Arrival: 04Mar05 Friday 02:45pm Seat:30-D Stops: 0 DEPART TERMINAL C ARRIVE TERMINAL B American Airlines locator: EI TRMB AA Frequent Flyer# I</p> <p style="text-align: right;">Flight# 1446 Class: Y To: Ronald Reagan Ntl Apt, USA Status: Confirmed</p>
<p>29May05 Sunday</p>	<p>ASSOCIATE NAME THANK YOU FOR USING ADVENTURE TRAVEL YOUR RESERVATION IS CONFIRMED TICKETING WILL TAKE PLACE ON 24FEB</p>

EXAMPLE 3 - Official Travel Begins on Sunday

Employee to travel to temporary duty (TDY) on Sunday for official business Monday morning, then return to official duty station on Friday. The employee's **regular working hours are 8:00a to 4:30p, Monday-Friday.**

Departing Official Duty Station on Sunday to TDY Business/Hotel

Flight to TDY departs on Sunday at 5:11p and lands at TDY airport at 9:59p. Traveler arrives at business/hotel at 11:00p. **Time is computed from arrival at airport at official duty station to business/hotel at temporary duty station.**

Traveler arrives at airport - 2:15p	
2:15p - 5:11p - wait time at airport is outside of regular working hours (Sunday); therefore comp time for travel is earned (Waiting time may not exceed 2 hours)	2:00 hr
Flight times - 5:11p - 9:59p	4:45 hr
Flight time is outside of regular working hours; therefore comp time for travel is earned	
Traveler arrives at business/hotel - 11:00p	
9:59 - 11:00p - travel time is outside of regular working hours; therefore comp time for travel is earned	1:00 hr

Departing TDY on Friday to Official Duty Station

Flight departs at 4:35p and lands at airport at official duty station at 10:29p. **Time is computed from business/hotel at TDY to airport at official duty station**

Traveler leaves business/hotel and goes to airport - 2:35p	
2:35p - 4:35p - within regular working hours; therefore no comp time for travel is earned	0:00 hr
Flight times - 4:35p - 10:29p	
4:35p - 10:29p - is outside of regular working hours; therefore comp time for travel is earned	6:00 hr
Total Comp Time for Travel Earned for Example 3	13:45 hr



17Feb05 13:01:54

The booking locator is 4CZ8QU. The fare is \$773.30.

27Feb05
Sunday

ASSOCIATE NAME SERVICE CHARGE
ITEM COST USD 0.00
AMOUNT DUE USD 80.00X0.00T0.00
*TTL*FARE*WITH*FEE 773.30

27Feb05 05:11pm
Sunday

AIR American Airlines
From: Baltimore Wash MD, USA
Meal:
Equip: McDonnell Douglas MD
Arrival: 27Feb05 Sunday 07:45pm
Seat:29-D
Stops: 0
American Airlines locator: HJPSGR
AA Frequent Flyer#

Flight# 2479 Class: Y
To: Dallas/Ft Worth TX, USA

Status: Confirmed

27Feb05 08:51pm
Sunday

AIR American Airlines
From: Dallas/Ft Worth TX, USA
Meal: None
Equip: ERJ-145 Jet
Arrival: 27Feb05 Sunday 09:59pm
Seat:04-B
Stops: 0
OPERATED BY AMERICAN EAGLE
American Airlines locator: HJPSGR
AA Frequent Flyer#

Flight# 3475 Class: Y
To: Amarillo TX, USA

Status: Confirmed

27Feb05
Sunday

HOTEL Luxe Worldwide Hospitality Ambassador Hotel
3100 I40 WEST AMARILLO TX 79102
Phone: 806-358-6161 Fax:806-358-9869
Number of Rooms: 1
Confirmation: CYCTN4C
Check Out: 04Mar05 Friday
Cancellation note: CANCEL BY 4PM DAY OF ARRIVAL

Room Guaranteed
Rate: 66.00USD

04Mar05 04:35pm
Friday

AIR American Airlines
From: Amarillo TX, USA
Meal: None
Equip: Embraer RJ140 Jet
Arrival: 04Mar05 Friday 05:41pm
Seat:03-A
Stops: 0
OPERATED BY AMERICAN EAGLE
American Airlines locator: HJPSGR
AA Frequent Flyer#

Flight# 3772 Class: Y
To: Dallas/Ft Worth TX, USA

Status: Confirmed

continued--

04Mar05 06:46pm Friday	AIR American Airlines From: Dallas/Ft Worth TX, USA Meal: N/A Equip: N/A Arrival: 04Mar05 Friday 10:29pm Seat:24-D American Airlines locator: HJPSSGR AA Frequent Flyer#	Flight# 318 Class: Y To: Ronald Reagan Ntl Apt, USA Status: Confirmed
28May05 Saturday	ASSOCIATE NAME THANK YOU FOR USING ADVENTURE TRAVEL YOUR RESERVATION IS CONFIRMED TICKETING WILL TAKE PLACE ON 24FEB	
<p>YOUR V.I.P. CODE IS K5W * ADTRAV TRAVEL MANAGEMENT ANY CHANGES IN ITINERARY MAY INCREASE COST. *****</p> <p>IF YOU HAVE NOT UPDATED OR CREATED YOUR PROFILE PLZ VISIT REZPROFILER ACCESSED VIA GSA INSITE ADTRAV TRAVEL MANAGEMENT *NUCLEAR FACILITIES DESK* OPEN MON-FRI 630AM-730PM CT 1877-472-6716 FOR ASSISTANCE AFTER 730PM 1-800-510-2835 USING NONCONTRACT CARRIER OUTBOUND USING CONTRACT CARRIER RETURN **NO CONTRACT CITY PAIR FROM IAD TO AMA** ***DECLINED CAR...RIDING WITH SOMEONE*** YOUR RESERVATION IS CONFIRMED. TICKET DATE IS 24FEB TICKET COST*****\$773.30 SERVICE FEE*****\$0.00 TOTAL COST*****\$773.30 YOUR RESERVATION IS CONFIRMED. TICKET DATE IS 24FEB</p>		

EXAMPLE 4 - Same as Example 3 Except Flight Is Delayed Two Hours

Employee to travel to temporary duty (TDY) on Sunday for official business Monday morning, then return to official duty station on Friday. Flight to TDY is delayed 2 hours. The employee's **regular working hours are 8:00a to 4:30p, Monday-Friday.**

Departing Official Duty Station on Sunday to TDY Business/Hotel

Flight to TDY is scheduled to depart on Sunday at 5:11p and land at TDY airport at 9:59p, but there is a two hour delay when traveler gets to airport. Traveler arrives at hotel at 1:00a on Monday. The employee's regular working hours are 8:00a to 4:30p, Monday-Friday. **Time is computed from arrival at airport at official duty station to business/hotel at temporary duty station.**

Traveler arrives at airport - 3:15p	
3:15p - 5:11p - wait time at airport is outside of regular working hours (Sunday); therefore comp time for travel is earned;	2:00 hr
5:11p - 7:11p - additional wait time due to delay is outside of regular working hours; therefore comp time for travel is earned	2:00 hr
Flight times - 7:11p - 11:59p	4:45 hr
Flight time is outside of regular working hours; therefore comp time for travel is earned	
Traveler arrives at hotel - 1:00a on Monday	
11:59p - 1:00a - travel time is outside of regular working hours; therefore comp time for travel is earned	1:00 hr

Departing TDY on Friday to Official Duty Station

Flight departs at 4:35p and lands at airport at official duty station at 10:29p. **Time is computed from business/hotel at TDY to airport at official duty station**

Traveler leaves business/hotel and goes to airport - 2:35p	
2:35p - 4:35p - within regular working hours; therefore no comp time for travel is earned	0:00 hr
Flight times - 4:35p - 10:29p	
4:35p - 10:29p - is outside of regular working hours; therefore comp time for travel is earned	6:00 hr
Total Comp Time for Travel Earned for Example 4	15:45 hr

EXAMPLE 5 - Employee Changes Schedule for Personal Convenience and Encounters Delays

Employee to travel to temporary duty (TDY) on Thursday and return on Friday. However, employee returns on Sunday evening for personal convenience. Flight on Sunday evening is delayed 2 hours. The employee's **regular working hours are 8:00a to 4:30p, Monday-Friday.**

Departing Official Duty Station on Thursday to TDY Business/Hotel

Flight departs at 9:24a on Thursday and lands at TDY at 5:15p; traveler arrives at hotel at 6:30p. **Time is computed from arrival at airport at official duty station to business/hotel at temporary duty station.**

Traveler arrived at airport – 7:20a	
7:20a - 9:24a - a portion of the wait time at airport is outside of regular working hours; therefore comp time for travel is earned	0:45 hr
Flight times – 9:24a - 5:15p	
9:24a - 4:30p - is within regular working hours; therefore no comp time for travel is earned;	0:00 hr
4:30p - 5:15p - is outside of regular working hours; therefore comp time for travel is earned	0:45 hr
Traveler arrived at business/hotel at TDY – 6:30p	0:45 hr
5:15p - 6:30p - is outside of regular working hours; therefore comp time for travel is earned	

Departing TDY on Sunday to Official Duty Station (official travel date was Friday)

Date changed for personal convenience. Any delays are the responsibility of the traveler and are not creditable for comp time for travel. Compute as if traveler was departing on official travel date.

Friday flight scheduled to depart at 4:32p and land at official duty station airport at 9:27p. Sunday flight is delayed 2 hours and departs at 6:30p and lands at airport at official duty station at 11:30p. **Time is computed from business/hotel at TDY to airport at official duty station.**

Traveler leaves business/hotel and goes to airport – 2:30p	
2:30p - 4:32p - Friday schedule is within regular working hours; therefore no comp time for travel is earned;	0:00 hr
4:32p - 6:32p - flight delayed 2 hrs (non-creditable time) (Employee changed departure date to Sunday for personal convenience)	0:00 hr
Flight times – 6:30p - 11:30p	
4:32p - 9:27p - Friday schedule outside of regular working hours; therefore comp time for travel is earned	5:00 hr
9:27p - 11:30p - flight delayed 2 hrs (non-creditable time) (Employee changed departure date to Sunday for personal convenience)	0:00 hr
Total Comp Time for Travel Earned for Example 5	7:15 hr



E4003484

24Jan05 15:12:59

E0011397@E0014337
The booking locator is N2EX33. The fare is \$477.30.

27Jan05
Thursday

ASSOCIATE NAME SERVICE CHARGE
ITEM COST USD 0.00
AMOUNT DUE USD B0.00X0.00T0.00
*TTL*FARE*WITH*FEE 477.30

27Jan05 09:24am
Thursday

AIR American Airlines
From: Albuquerque NM, USA
Meal: None
Equip: McDonnell Douglas MD
Arrival: 27Jan05 Thursday 12:05pm

Flight# 1648 Class: Y
To: Dallas/Ft Worth TX, USA
Status: Confirmed

Stops: 0
ARRIVE TERMINAL C
American Airlines locator: GKFVTO

27Jan05 01:31pm
Thursday

AIR American Airlines
From: Dallas/Ft Worth TX, USA
Meal:
Equip: McDonnell Douglas MD
Arrival: 27Jan05 Thursday 05:15pm
Seat:15-A
Stops: 0
DEPART TERMINAL C
ARRIVE TERMINAL B
American Airlines locator: GKFVTO

Flight# 1296 Class: Y
To: Ronald Reagan Ntl Apt, USA
Status: Confirmed

27Jan05
Thursday

HOTEL Ritz-carlton Htlis Ritz Carlton Washington Dc
1150 22ND ST NW WASHINGTON DC 20037
Phone: 202-835-0500 Fax:202-835-1588
Number of Rooms: 1
Confirmation: 80821396
Check Out: 28Jan05 Friday
Cancellation note: CANCEL PERMITTED UP TO 12PM DAY OF ARRIVAL, HOTEL
TIME. \$ 153.00 CANCEL PENALTY PER ROOM.

Room Guaranteed
Rate: 153.00USD

28Jan05 04:32pm
Friday

AIR American Airlines
From: Ronald Reagan Ntl Apt, USA
Meal:
Equip: McDonnell Douglas MD
Arrival: 28Jan05 Friday 06:59pm

Flight# 1663 Class: Y
To: Dallas/Ft Worth TX, USA
Status: Confirmed

Stops: 0
DEPART TERMINAL B
ARRIVE TERMINAL C
American Airlines locator: GKFVTO

continued--

✈️ 28Jan05 08:38pm Friday	AIR American Airlines From: Dallas/Ft Worth TX, USA Meal: N/A Equip: N/A Arrival: 28Jan05 Friday 09:27pm Seat: 18-F American Airlines locator: GKFVTO	Flight# 1529 Class: Y To: Albuquerque NM, USA Status: Confirmed
27Apr05 Wednesday	ASSOCIATE NAME THANK YOU FOR USING ADVENTURE TRAVEL YOUR RESERVATION IS CONFIRMED TICKETING WILL TAKE PLACE ON 27JAN	
<p>YOUR V.I.P. CODE IS K5W * ADTRAV TRAVEL MANAGEMENT ANY CHANGES IN ITINERARY MAY INCREASE COST. *****</p> <p>IF YOU HAVE NOT UPDATED OR CREATED YOUR PROFILE PLZ VISIT REZPROFILER ACCESSED VIA GSA INSITE ADTRAV TRAVEL MANAGEMENT *NUCLEAR FACILITIES DESK* OPEN MON-FRI 630AM-730PM CT 1877-472-6716 FOR ASSISTANCE AFTER 730PM 1-800-510-2835 USING CONTRACT CARRIER OUTBOUND USING CONTRACT CARRIER RETURN **ASSIGNED SEATING CLOSED ABQ TO DFW** **ASSIGNED SEATING CLOSED DCA TO DFW** TICKET COST*****\$477.30 SERVICE FEE*****\$0.00 TOTAL COST*****\$477.30 YOUR RESERVATION IS CONFIRMED. TICKET DATE IS 27JAN DECLINED CAR</p>		



CONCUR Procedures

Title	Type	Size	Updated	Download
Travelers Review and Stamp Vouchers in CONCUR	PDF	617.23 KB	20 May, 2014	
Supervisors Review and Approve TAs in CONCUR	PDF	74.43 KB	20 May, 2014	
Creating a Travel Voucher in CONCUR	PDF	535.89 KB	20 May, 2014	
Creating a Travel Authorization in CONCUR to send to Supervisor	PDF	939.10 KB	20 May, 2014	
Creating a Miscellaneous and Local Voucher in CONCUR	PDF	614.54 KB	20 May, 2014	
Accounting Codes to Be Used in CONCUR	PDF	42.83 KB	20 May, 2014	

Related Pages

- [CONCUR Procedures Homepage](#)
- [Travelers Review and Stamp Vouchers in CONCUR](#)
- [Supervisors Review and Approve TAs in CONCUR](#)
- [Creating a Travel Voucher in CONCUR](#)
- [Creating a Travel Authorization in CONCUR to send to Supervisor](#)
- [Creating a Miscellaneous and Local Voucher in CONCUR](#)
- [Accounting Codes to be used in CONCUR](#)

Websites

Department of Energy

- [Department of Energy Home \(energy.gov\)](#)
- [National Nuclear Security Administration](#)
- [DepRep to DNFSB](#)
- [Directives](#)
- [DOE Technical Standards Program](#)
- [DOE National Phone Directory](#)
- [Facility Representative Locator](#)
- [ORPS System \(secure\)](#)

Commuter Information

- [WMATA Metro](#)
- [VRE Trains](#)
- [MARC Trains](#)
- [Threat Advisory Status](#)
- [OPM Government Status](#)
- [Traffic Conditions](#)
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Travel Sites

- [DOE Sites Travel Information](#)
- [FedRooms](#)
- [GSA Contract City-Pairs Fare Finder](#)
- [GSA Contract City-Pairs Fact Sheets](#)
- [GSA Domestic Per-Diem Rate Finder](#)
- [GSA Fed Travel](#)
- [MapQuest](#)
- [Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates](#)
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Constitution Day 2008

On September 10, 2008, the DNFSB held its annual celebration of Constitution Day. DNFSB Staff participated in a Virtual Scavenger Hunt and then gathered together to enjoy delicious barbecue provided by Red Hot & Blue. [These images are all thumbnails; click for full size]

[Agenda for Constitution Day 2008](#)

The Scavenger Hunt

The Constitution Scavenger Hunt challenged DNFSB Staff Members to make connections between the United States Constitution and the buildings, monuments, memorials, and other landmarks in Washington D.C. and throughout the nation.

Some Things We Discovered

- George Mason refused to sign the Constitution because it didn't have a Bill of Rights.

[George Mason Memorial](#)

- The Lincoln Memorial displays the states and the years they joined the United States of America around the top.

[Lincoln Memorial](#)

- The Constitution does not mention the executive departments at all, but it does grant Congress the power to make laws necessary for the government to run smoothly. Executive Departments are established as the needs of the nation change and evolve.

[Dept of Commerce Building](#)

- A gathering of colonists at the Old South Church in Boston in 1773 inspired the Boston Tea Party.

[Old South Church](#)

- The Federalist Papers, co-written by Alexander Hamilton, became a primary source of constitutional interpretation.

[Hamilton Grange, then Hamilton Grange, Now](#)

The Winners

- 1st – Ben Laake
- 2nd – Andrew Gerlach
- 3rd – Shelby Qualls
- 4th – Eric Rozek
- 5th – David Gutowski
- 6th – Matt Forsbacka
- 7th – Matt Moury
- 8th – Yolanda Brown
- 9th – Richard Tontodonato

A Special Prize

Bill Von Holle received a special prize for creativity and excellence in hand drawings.

[Bill's National Archives Drawing](#) [Bill's Jefferson Memorial Drawing](#) [Bill's Pentagon Drawing](#)

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Event Photos

[Our fabulous prizes!](#) [Awaiting the arrival](#) [Still awaiting the arrival...](#) [Have we started yet](#) [Yolanda exploring the beverage table](#) [Red Hot & Blue gets FIVE STARS](#) [Food and fellowship](#) [mmMMM... Barbeque](#) [The Chairman](#) [More food and fellowship](#) [Even more food and fellowship](#) [Fellowship and food](#) [Richard Azzaro addressing the delegates](#) [Rebecca Roberts presenting the prizes](#) [Ben Laake, 1st place winner](#) [Andrew Gerlach, 2d place winner](#) [Shelby Qualls \(not pictured\), 3rd place winner](#) [Eric Rozek, 4th place winner](#) [David Gutowski 5th place winner](#) [Matt Forsbacka, 6th place winner](#) [Matt Moury, 7th place winner](#) [Yolanda Brown, 8th place winner](#) [Rich Tontodonato, 9th place winner](#) [Bill Von Holle, Staff's Award Recipient](#) [Alexis and Adrian enjoying the quills](#)

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Creating a Miscellaneous and Local Voucher in CONCUR

Log-in to CONCUR using your user ID and Password.

1. Select the person “You are administering travel for” at the top right of the Home screen. (Do not click on any entries under the Recent Trips, Recent Vouchers or Awaiting Approval section in the middle of the screen.)

The screenshot shows the CONCUR Home page for user GEMMA FELIX. The navigation tabs at the top are Home, Travel, Authorizations, Vouchers, and Profile. The 'Vouchers' tab is highlighted. Below the navigation, there is a search bar for the user being administered travel for, currently set to ROBERSON, JESSIE H. The main content area is divided into several sections:

- I Want To...**: A list of actions including 'Create or change a reservation', 'View authorizations', 'Create a new authorization', 'Create an authorization from an Agent-booked trip', 'View vouchers', 'Create a new voucher', 'Edit my profile', and 'Approve authorizations and vouchers'.
- Alerts**: A section with 'Apply Transactions'.
- Important Information**: A text block containing welcome messages and various notices such as 'Training assistance', 'Amended vouchers cannot be processed', 'Documents Edit Locked', 'Itemization of Expenses', and 'Special alerts'.
- Recent Trips**: A table with columns for Trip Name/Description, Status, Start Date, End Date, and Action. One entry is shown: 'Trip from Washington to Augusta (ZVWGRR)' with status 'Ticketed' and dates '02/25/2014' to '02/27/2014'.
- Recent Vouchers**: A table with columns for Name, Type, TA Num, Description, Depart date, Per Diem, Total, Status, and In Use By. One entry is shown: 'VCH1075' Voucher, TA NUM8355, Depart date 02/03/2014, RICHLAND, WA, Total 1250.56, Status CLOSED.
- Awaiting Approval**: A table with columns for Name, Type, TA Num, Description, Depart date, Per Diem, Total, Status, In Use, and Traveler By. One entry is shown: 'TAHUM402-1' Authorization, TA NUM402, Depart date 02/25/2014, AUGUSTA, GA, Total 793.75, Status CREATED, In Use By ROBERSON, JESSIE.

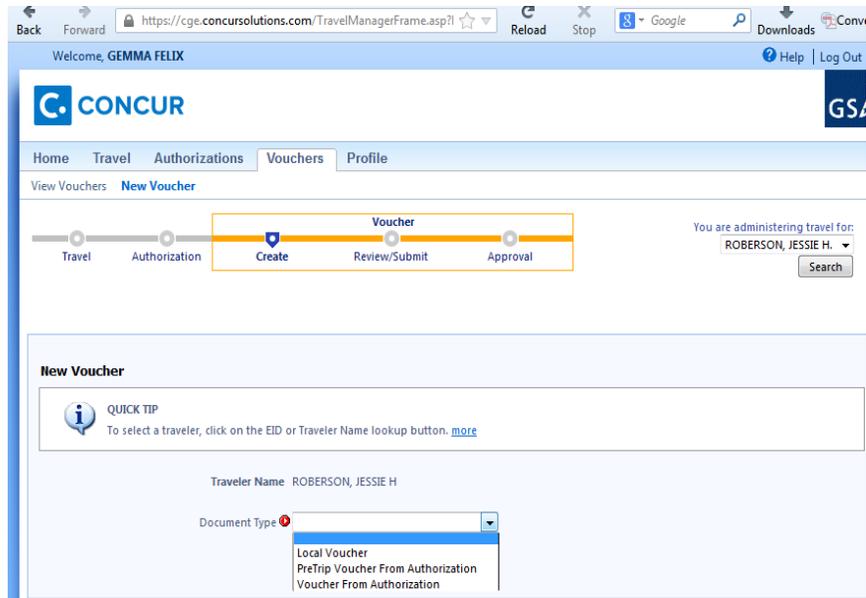
2. Click on the Vouchers tab at the top, then click on New Voucher.

The screenshot shows the CONCUR Vouchers page. The navigation tabs at the top are Home, Travel, Authorizations, Vouchers, and Profile. The 'Vouchers' tab is highlighted. Below the navigation, there is a search bar for the user being administered travel for, currently set to ROBERSON, JESSIE H. The main content area is divided into several sections:

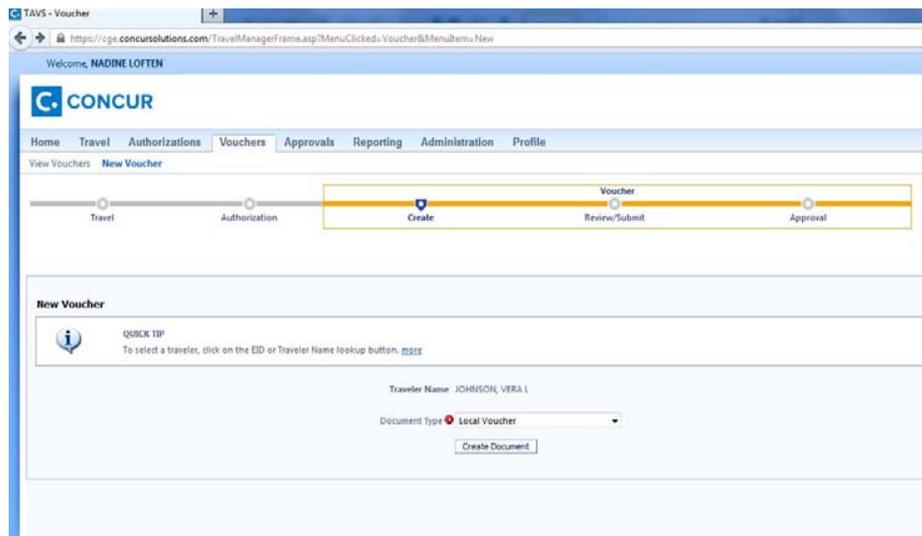
- Vouchers**: A table with columns for Action, Name, Type, TA Num, Description, Depart Date, Status, and In Use By. One entry is shown: 'VCH1075' Voucher, TA NUM8355, Depart Date 02/03/2014, Status CLOSED.

A red arrow points to the 'New Voucher' link in the top right corner of the Vouchers section.

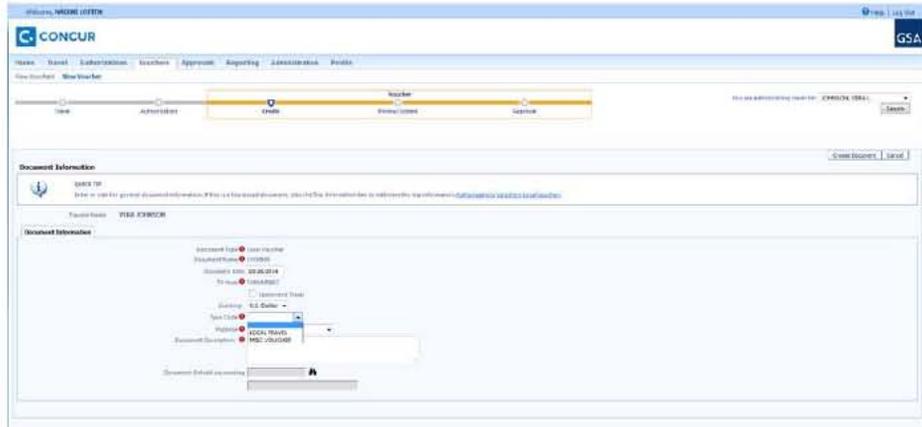
3. Click on drop down, select Local Voucher.



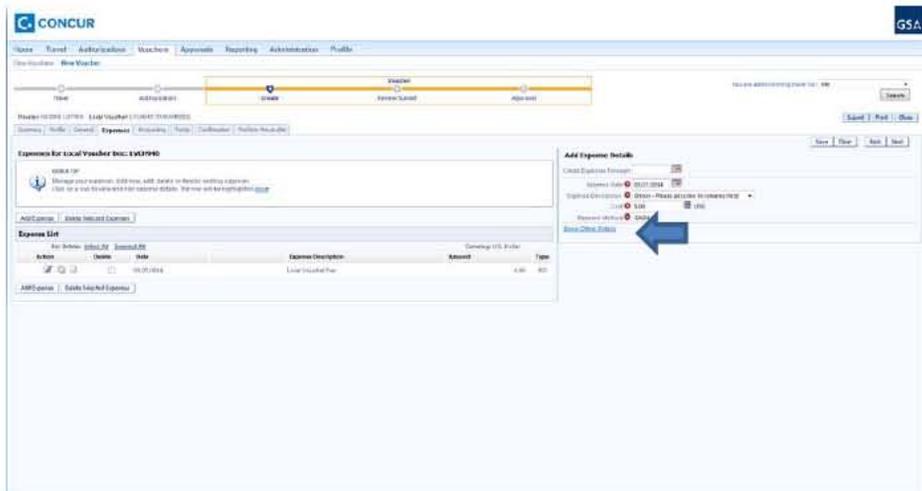
4. Click the Create Document button.

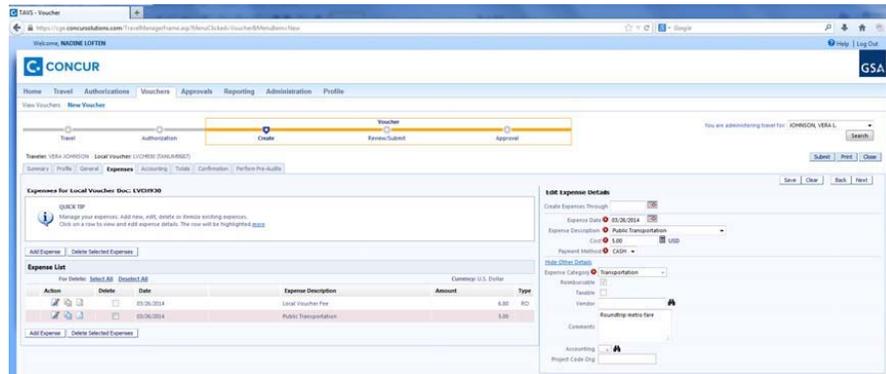


- Select the Type Code and Purpose from the drop down lists, then enter a Description of the voucher. All fields noted with ***** must be complete. Then click Create Document on the top right of the screen.

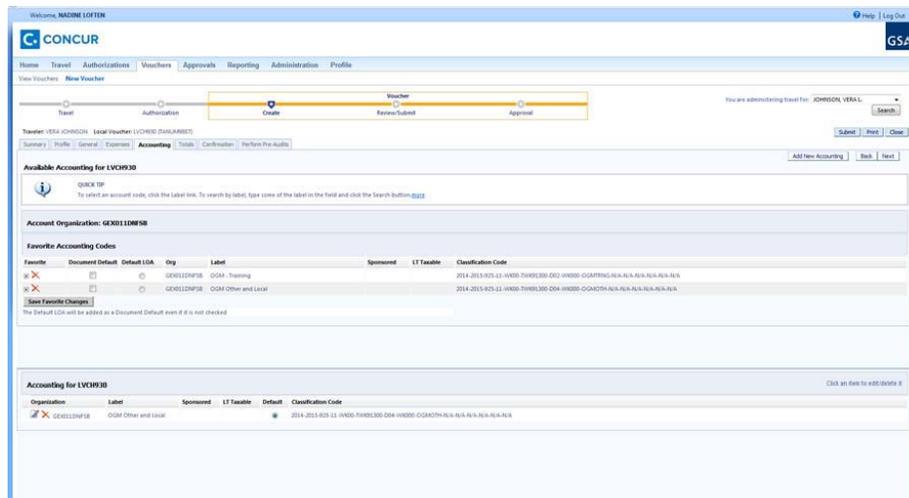


- Click on the Expense Tab. To add an expense fill in the appropriate information in the Add Expense Details to the right. **Important--** Click Show Other Details on the right and enter a short description of the expense under Comments (such as Roundtrip metro fare or Books for training course at Cornell, etc.). Save after adding each expense.

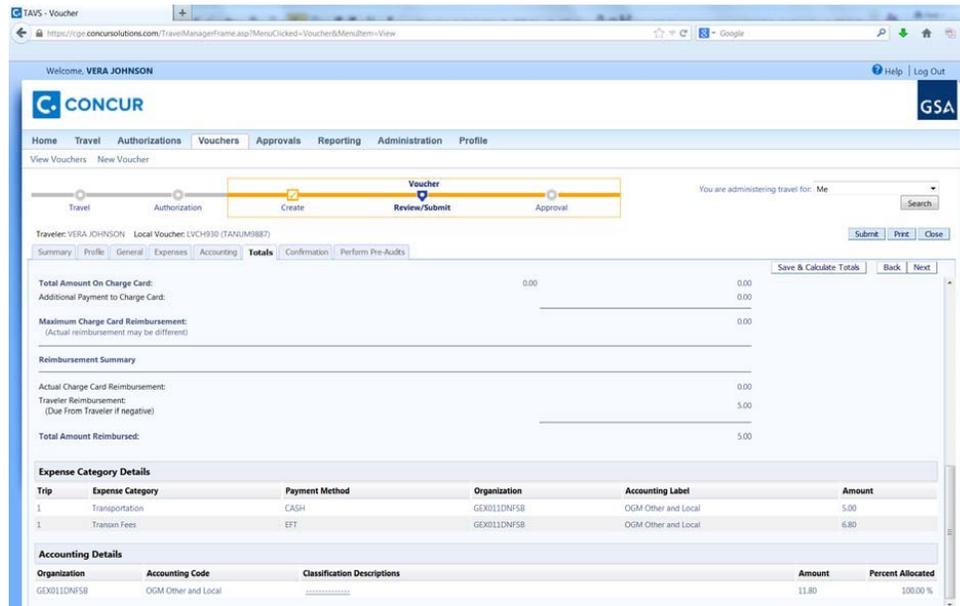




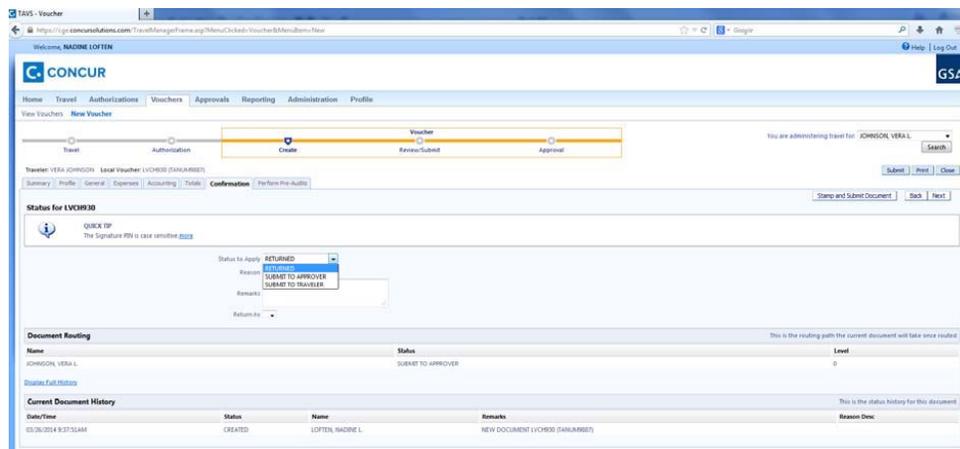
7. Go to the Summary tab. Cursor to the bottom and click Attach Receipt Images. Follow the instructions to upload receipts to the voucher. Receipts are mandatory for all expenses over \$75. Vouchers cannot be approved without attached receipts if expenses are over \$75.
8. Click on the Accounting Tab. Select the appropriate code(s) from the Favorite Accounting Codes. If no Favorite Accounting Codes are shown, click on Add New Accounting and add the Accounting codes from the list of codes provided by Nadine and Vera.
9. An accounting code must be in the Accounting for LVCHXXX field. If there are codes under “Favorite Accounting Codes” above but no information under Accounting for the document (i.e, LVCHXXX), select the applicable code from the Favorite Accounting Codes and then click on  to add to document. **Note: If there are no codes under Accounting for LVCHXXX, the traveler will not be paid.**



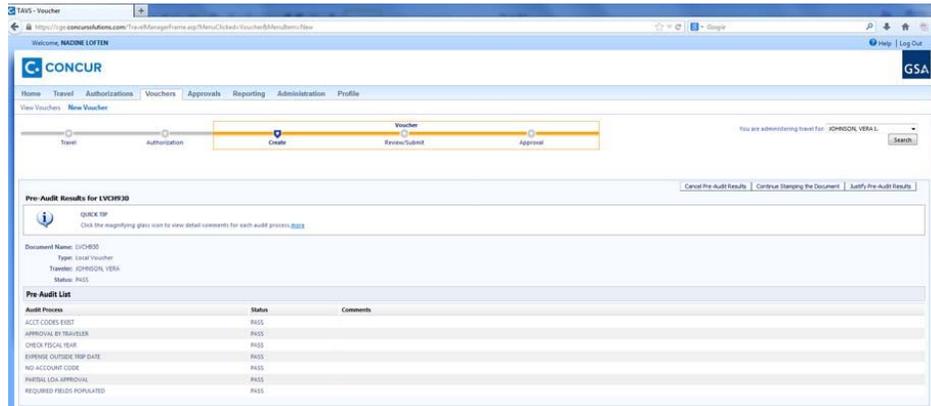
- Click on the Totals tab and scroll down to Expense Category Details. Reimbursements for Miscellaneous and Local Vouchers will be paid by Cash, directly to the traveler's deposit account. Review the information, then click Save & Calculate Totals on the top right.



- Click on the Confirmation tab. Select SUBMIT TO TRAVELER from the Status to Apply drop down. Then click on Stamp and Submit Document on the top right.



12. The next screen will show Pre-Audits. Any Fails may need to be justified. Any Hard Fails will not allow you to proceed. Check the voucher for errors. If you are unable to resolve a Hard Fail, contact Nadine or Vera. If the voucher passes audit, click on the Continue Stamping the Document on the top right.



13. The Voucher will now be in the Traveler's box, who will review it and submit it to their Supervisor for Review and Nadine Loften for Approval.

Creating a Travel Voucher in CONCUR

Log-in to CONCUR using your user ID and Password.

1. Select the person “You are administering travel for” at the top right of the Home screen. (Do not click on any entries under the Recent Trips, Recent Vouchers or Awaiting Approval section in the middle of the screen.)

The screenshot shows the CONCUR Home page for user GEMMA FELIX. The navigation bar includes Home, Travel, Authorizations, Vouchers, and Profile. A search bar indicates the user is administering travel for RODERSON, JESSIE H. The main content area is divided into several sections:

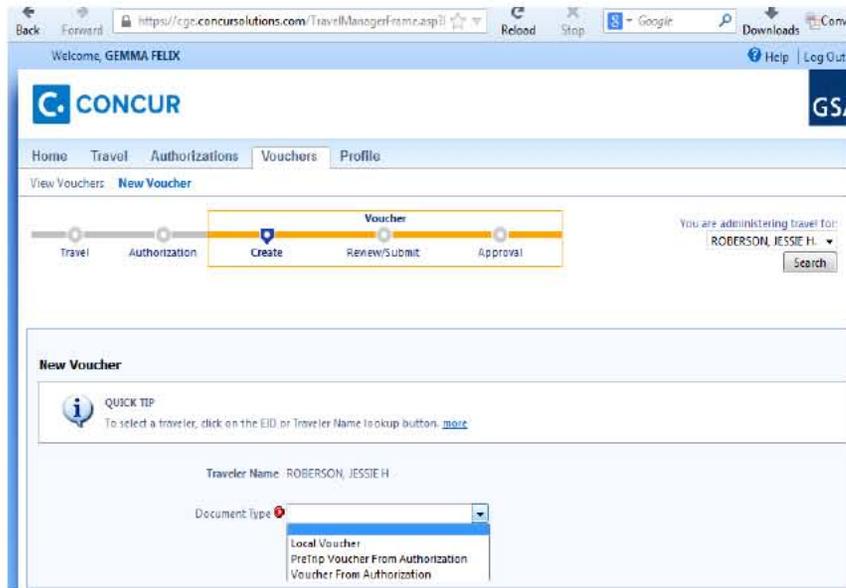
- I Want To...**: A list of actions including creating or changing reservations, viewing authorizations, creating new authorizations, creating authorizations from agent-booked trips, viewing vouchers, creating new vouchers, editing profiles, and approving authorizations and vouchers.
- Alerts**: A section for applying transactions.
- Important Information**: A text block containing welcome messages, training assistance, and various system alerts such as "Amended vouchers cannot be processed", "Documents Edit Locked", "After 30 minutes the system will reset", "Itemize Expenses", and "Special alerts".
- Recent Trips**: A table with columns for Trip Name/Description, Status, Start Date, End Date, and Action. One trip is listed: Trip from Washington to Augusta (2VWDBR) with status Ticked, start date 02/25/2014, and end date 02/27/2014.
- Recent Vouchers**: A table with columns for Name, Type, TA Num, Description, Depart date, Per Diem, Total, Status, and In Use By. One voucher is listed: VCH075 Voucher TANUM3355 with depart date 02/03/2014, per diem RECHLAND, WA, and total 1250.56, status CLOSED.
- Awaiting Approval**: A table with columns for Name, Type, TA Num, Description, Depart date, Per Diem, Total, Status, In Use By, and Traveler. One authorization is listed: TANUM402-1 Authorization: TANUM402 with depart date 02/25/2014, per diem AUGUSTA, GA, total 793.75, status CREATED, and traveler RODERSON, JESSIE.

2. Click on the Vouchers tab, then click on New Voucher.

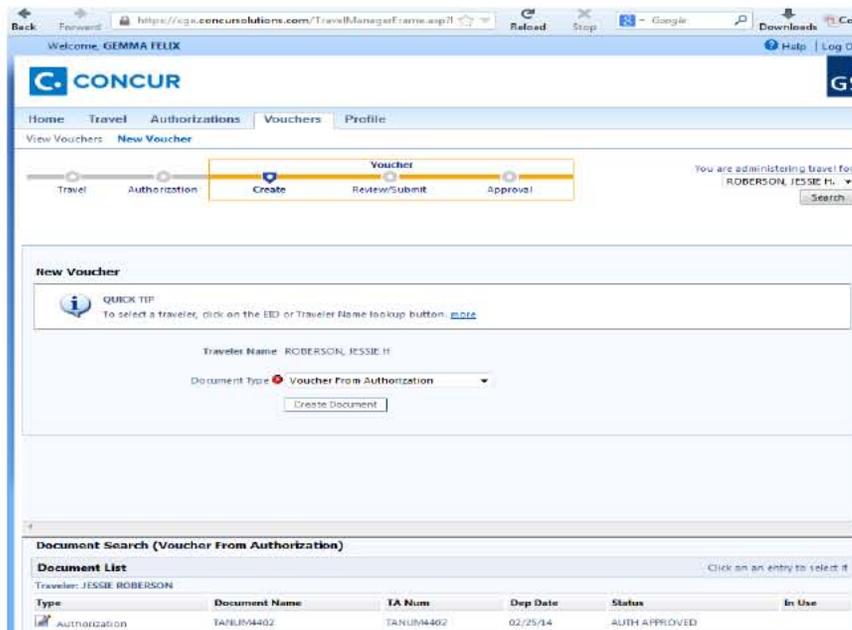
The screenshot shows the CONCUR Vouchers page. The navigation bar is the same as in the previous screenshot, but the 'Vouchers' tab is selected. Below the navigation bar, there are links for 'View Vouchers' and 'New Voucher'. A search bar indicates the user is administering travel for RODERSON, JESSIE H. The main content area displays a table of vouchers:

Action	Name	Type	TA Num	Description	Depart Date	Status	In Use By
 	VCH075	Voucher	TANUM3355		02/03/2014	CLOSED	

3. Click on drop down and select Voucher From Authorization.



4. Click on the Create Document button, then Click on the  icon to select the authorization from the Document List.



5. Check to make sure all fields marked  are filled in correctly on the Document Information tab. Then click on the Trip Information tab



Document Information

QUICK TIP
Enter or edit the general document information. If this is a trip-based document, click the Trip Information tab to edit/view the trip information. [Authorizations](#) [Vouchers](#) [Local Vouchers](#)

Traveler Name: JESSIE ROBERSON

Document Information | Trip Information

Document Type  Voucher
 Document Name  VCH072
 Document Date  03/04/2014
 TA Num  TANUM4402
 Sponsored Travel
 Currency  U.S. Dollar
 Type Code  SINGLE TRIP
 Purpose  MISSION (OPERATIONAL)
 Document Description  Site Visit
 Document Default Accounting 

6. From the Depart Selection drop down select the departure location and repeat step for the Return Selection. **Note:** This information will auto fill if Traveler Profile is completed in its entirety. If not filled, type in the locations in the Depart From and Return To fields.

Confirm travel dates are correct in both locations. If not, make the changes then click Reset Per Diem Conditions and Save Changes. Then click on Create Document on right.

Document Information

QUICK TIP
Enter or edit the general document information. If this is a trip-based document, click the Trip Information tab to edit/view the trip information. [Authorizations](#) [Vouchers](#) [Local Vouchers](#)

Traveler Name: JESSIE ROBERSON

Document Information | Trip Information

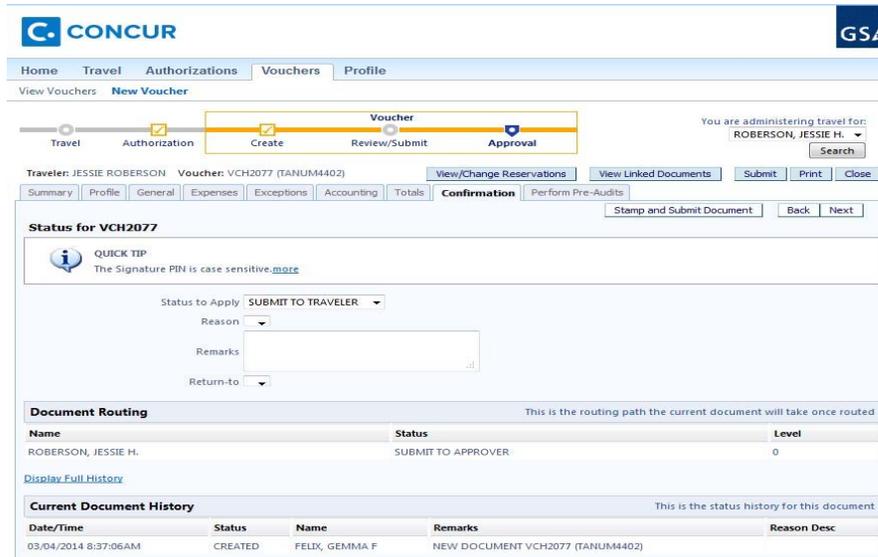
Trip No: 1 Allow changes to reservations to shorten this trip

Depart From: Washington DC Depart Selection: 
 Return To: Washington DC Return Selection: 
 Trip Duration: Multiple days Trip Begin Date: 02/25/2014 Trip End Date: 02/27/2014

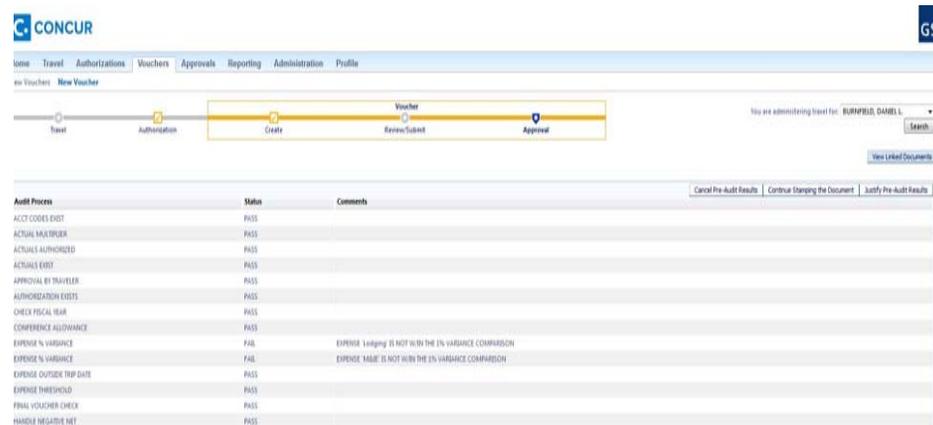
Comments:

Arrival Date	Departure Date	Itinerary Location	Purpose	Unfilled
02/25/2014	02/27/2014	AUGUSTA, GA		
				

- Click on the Confirmation Tab. In the Status drop down, select Submit To Traveler. Then click Stamp and Submit Document.



- The next screen will show Pre-Audits. Any Fails may need to be justified. Any Hard Fails will not allow you to proceed. Check the voucher for errors. If you are unable to resolve a Hard Fail, contact Nadine or Vera. If the voucher passes audit, click on the Continue Stamping the Document on the top right.



- The voucher will now be forwarded to the Traveler, who will review it and submit it to Nadine Loften for approval.

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Entire DNFSB	Awards Ceremony	Jasmine (Missy as backup)
Entire DNFSB	Awards Processing	Veronica (Debbie as backup)
Entire DNFSB	Workers' Compensation	Jasmine (Missy as backup)
Entire DNFSB	Special Emphasis Programs	Missy (Jasmine as backup)
Entire DNFSB	Drug Free Workplace Program	Veronica (Missy as backup)
Entire DNFSB	DHR Directives and Operating Procedures	Debbie (Missy as backup)
Entire DNFSB	Telework Program	Debbie (Jasmine backup)
Entire DNFSB	Performance Management - Tech Staff, GS Staff , and Executives	Debbie (Veronica as backup)
Entire DNFSB	Reasonable Accommodation	Debbie (Missy as backup)
Entire DNFSB	Employment Policy Questions - Leave, Work Hours etc.	Jasmine (Debbie as backup)
Entire DNFSB	Time and Attendance Policy Issues	Jasmine (Missy as backup)
Entire DNFSB	Benefits – Retirement, FEGLI, FEHB, FSA, Military Deposits, EPP	Jasmine (Debbie as backup)
Entire DNFSB	Student Loan Repayment Program (SLRP)	Debbie (Missy as backup)
Entire DNFSB	Worklife & Wellness Programs	Jasmine (Missy as backup)
Entire DNFSB	Training and Professional Development - AgLearn	Jasmine (Missy as backup)
Entire DNFSB	Employee and Management Relations	Missy (Debbie as backup)
Entire DNFSB	External Audits (OIG, GAO, OPM, etc.)	Veronica (Debbie as backup)
Entire DNFSB	Records Management Liaison	Veronica (Jasmine as backup)
Entire DNFSB	Workforce Planning Management	Missy (Veronica as backup)
Executives	Recruitment for Executives	Veronica (Debbie as backup)
Executives	Staffing for Executives - Reassignments/Details/Promotions	Veronica (Debbie as backup)
Executives	Pay Issues for Executives - payroll deductions, tax withholding, change of address, etc.	Veronica (Debbie as backup)
New Employees	New Employee Orientation	Jasmine (Missy as backup)
OGC & OGM Staff	Staffing for GS Staff - Reassignments/Details/Promotions	Jasmine (Veronica as backup)
OGC & OGM Staff	Staffing for GS Staff Performance	Debbie (Veronica as backup)
OGC & OGM Staff	Recruitment for GS Staff	Jasmine (Veronica as backup)
OGC & OGM Staff	Pay Issues for GS Staff payroll deductions, tax withholding, change of address, etc.	Jasmine (Debbie as backup)
OTD Staff	Recruitment for DN Staff	Veronica (Jasmine as backup)
OTD Staff	Staffing for DN Staff - Reassignments/Details/Promotions	Veronica (Jasmine as backup)
OTD Staff	Pay Issues for DN Staff payroll deductions, tax withholding, change of address, etc.	Veronica (Jasmine as backup)



Directives and Policy & Guidance Memos

Directives & Operating Procedures

Complete reference to administrative policies and directives established by the Office of the General Manager.

Policy & Guidance Memos

Archives of policy and guidance memos accessible by month/year and downloadable.

Related Pages

- [Administration Homepage](#)
- [Emergency Preparedness](#)
- [Information Technology](#)
- [Directives and Policy & Guidance Memos](#)
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Joyce L. Connery, Chairman
Jessie H. Roberson, Vice Chairman
Sean Sullivan
Daniel J. Santos
Bruce Hamilton

**DEFENSE NUCLEAR FACILITIES
SAFETY BOARD**

Washington, DC 20004-2901



DEFENSE NUCLEAR FACILITIES SAFETY BOARD

DIVERSITY POLICY STATEMENT

The Defense Nuclear Facilities Safety Board (DNFSB) is committed to fostering, cultivating and preserving a culture of diversity, inclusion, and respect. Workforce diversity is a collection of individual attributes that together are the cornerstones of high organizational performance. All individuals are welcome at DNFSB, and all individuals, regardless of race, color, religion, sex (including gender identity, sexual orientation and pregnancy), national origin, age, disability, genetic information, political affiliation, marital or parental status, or participation in prior Equal Employment Opportunity (EEO) activity, will be treated with respect and dignity. Workforce diversity also encompasses differences among people concerning where they are from and where they have lived and their differences of thought and life experiences. By fostering an atmosphere of inclusion and respect, we can continue to value and appreciate the strengths afforded by differences in the styles, ideas, and organizational contributions of each person.

DNFSB's diversity initiatives apply across the spectrum from recruitment to retirement, from compensation to education, and from professional development to personal improvement. Our diversity initiatives do not stop there, and we are striving to continue developing a work environment built on our core values of excellence, respect, and integrity.

It is the policy of DNFSB to develop and maintain workforce diversity. Ensuring diversity helps create a positive work environment where all employees have the opportunity to reach their full potential and maximize their contributions to our mission. We want to foster an organizational climate where employee diversity and mutual respect are catalysts for creativity and team effectiveness.

We all share the responsibility to ensure diversity and inclusion throughout DNFSB. I encourage all employees to actively embrace these principles in all that we do to deliver the best services and to make DNFSB a best place to work based on principles of diversity.

Joyce L. Connery

Joyce L. Connery
Signature

Chairman, Defense Nuclear Facilities Safety Board

June 29, 2016
Date

Defense Nuclear Facilities Safety Board Shelter-in-Place Questions and Answers

These questions are designed to assist Board employees and contractors in preparing to Shelter-in-Place should the need arise. If you have additional questions, please feel free to contact Nate Melvin, Facilities Manager, a (b) (6), or (b) (6)

1. What is “Shelter-in-Place”?

Some emergency situations may make going outdoors dangerous. Leaving the area might take too long or put occupants in harm’s way. In such a case, it may be safer for occupants to stay indoors than to go outside. Shelter-in-Place is a protective action taken inside the building with doors and windows closed, to minimize occupant’s chance of injury. Shelter-in-Place is intended to keep occupants safe by directing them to a secure interior room with few or no windows, and two or more points of entry. If a mandatory Shelter-in-Place is declared, Board employees, contractors, outside experts, and visitors will be directed to meet at the designated location for the floor where you are located. All doors will be closed and may be secured to minimize any chance of injury when one of the following emergencies occurs outside the building: severe weather (tornado, etc.); civil unrest; chemical release; and chemical, biological, or radiological (CBR) or other attack.

2. What will the building security force do once occupants are told to Shelter-in-Place?

Immediately upon receiving a notification to Shelter-in-Place, security guards are required to secure the building for all events except severe weather. If you are outside of the building when a Shelter-in-Place occurs, you will be allowed to enter the lobby only if you have your DNFSB-issued badge as identification. Security personnel will control building access (including all parking level entrances), which will be limited to authorized points. If you are unable to return to the building or must shelter-in-place at a different location, contact your supervisor as soon as safely possible to report your location and condition.

3. What do I do when told to Shelter-in-Place?

Shelter-in-Place will normally be announced over the public address (PA) system; however, notification may also take place via email, telephone, or even word-of-mouth.

Those with mobility concerns should notify a floor warden or supervisor of their location, and then move towards the nearest Shelter-in-Place location. If possible a floor warden or supervisor will obtain one of the Board’s emergency hand held radios and stay with the person in the event a First Responder is required for further assistance.

If at all possible, Board employees and contractors should obtain their Survival Kits as well as any necessary items (medications, purses, personal cell phones, cell phone chargers) before meeting at the nearest shelter location. All available floor wardens will obtain the hand held radios from their assigned stations, and assists staff and visitors to the nearest Shelter-in-Place location.

Defense Nuclear Facilities Safety Board Shelter-in-Place Questions and Answers

Severe Weather, Civil Unrest, Chemical Release, or CBR Attack– Go to the nearest Shelter-in-Place location. Remain inside and close all doors connecting exterior offices to the corridor. Designated **Shelter-in-Place** locations are:

- a) 8th floor – Board conference room 8066
- b) 7th floor – Kitchen room 7076
- c) 4th floor – Conference room 425
- d) 3rd floor – Conference room 352

4. Where will visitors and contractors go?

Upon notification to Shelter-in-Place, all Board employees, contractors, and outside experts should assess their immediate area and identify any visitors. Visitors include anyone not regularly assigned to DNFSB Headquarters including other Board employees, government employees, contractors, and outside experts, as well as visiting family members or friends. Once identified, direct visitor(s) to the appropriate Shelter-in-Place location. If visitor(s) insist on leaving the building and it is safe to do so, escort them to the lobby, and allow the guards to help them.

5. How long would we Shelter-in-Place?

Shelter-in-Place scenarios are anticipated to last only a few hours. However, while the danger may pass quickly, the effect on the transportation system may prevent you from leaving the immediate area for a longer period of time. Law enforcement and emergency responder involvement may also prolong your release.

6. If we have to Shelter-in-Place, what will DNFSB provide?

Survival Kits have been issued to all employees and contractors assigned to Board headquarters. This kit contains supplies to sustain a person for up to one day. A limited number of additional kits and supplies for non- headquarters personnel are available at each Shelter-in-Place location.

7. Is the Board planning to buy protective masks or hoods for employees?

No. There are no immediate plans to buy protective masks or hoods for a CBR event. The Board maintains N95 Particulate Respirator masks in stock (NIOSH). These masks are for Avian Flu and other Pandemic scenarios to promote social distancing. Further information is available on NIOSH's website at <http://www.cdc.gov/niosh>.

In the event of a (CBR) incident, the building engineer may be instructed to immediately shut down the Ventilation System to reduce the chance of contamination from entering the building.

Defense Nuclear Facilities Safety Board Shelter-in-Place Questions and Answers

8. Will we be kept informed of occurring events?

Yes. The Board, like other Federal agencies, will receive guidance from the Department of Homeland Security through the Office of Personnel Management (OPM). We may also receive guidance from the District of Columbia (DC) government's Homeland Security Emergency Management Agency (HSEMA). OPM has announced that official directions will be sent over a number of local radio stations, including WMAL 630 (AM). We have battery powered radios and will be monitoring this news station and others. We will also monitor local television stations where possible.

9. Where can I get more information on emergency preparedness in the National Capital Region?

The DC government has published a disaster preparedness, prevention, and first aid manual called "*It's A Disaster!*" which can be accessed on our Emergency Preparedness page on the intranet. This manual has detailed information on how to be ready and then act in all hazards emergency events. If you do not have a hard copy of this manual in your office, please download the manual in its pdf format at:

<http://intranet.dnfsb.gov/admin/emergencypreparedness/emergencypreparedness.aspx>

10. If I am told to Shelter-in-Place, do I have to stay?

A Board employee's departure from the workplace will be handled on an individual basis and in accordance with the Board's requirements and administrative directives. Contractors, outside experts, and visitors will be allowed to leave. If employees are cleared to leave the building, they will exit through the building lobby where the guards will facilitate their departure through an authorized point. If civil restrictions are mandated by law enforcement or public health officials, no one will be allowed to leave the building until the issuing officials determine it is safe to do so.

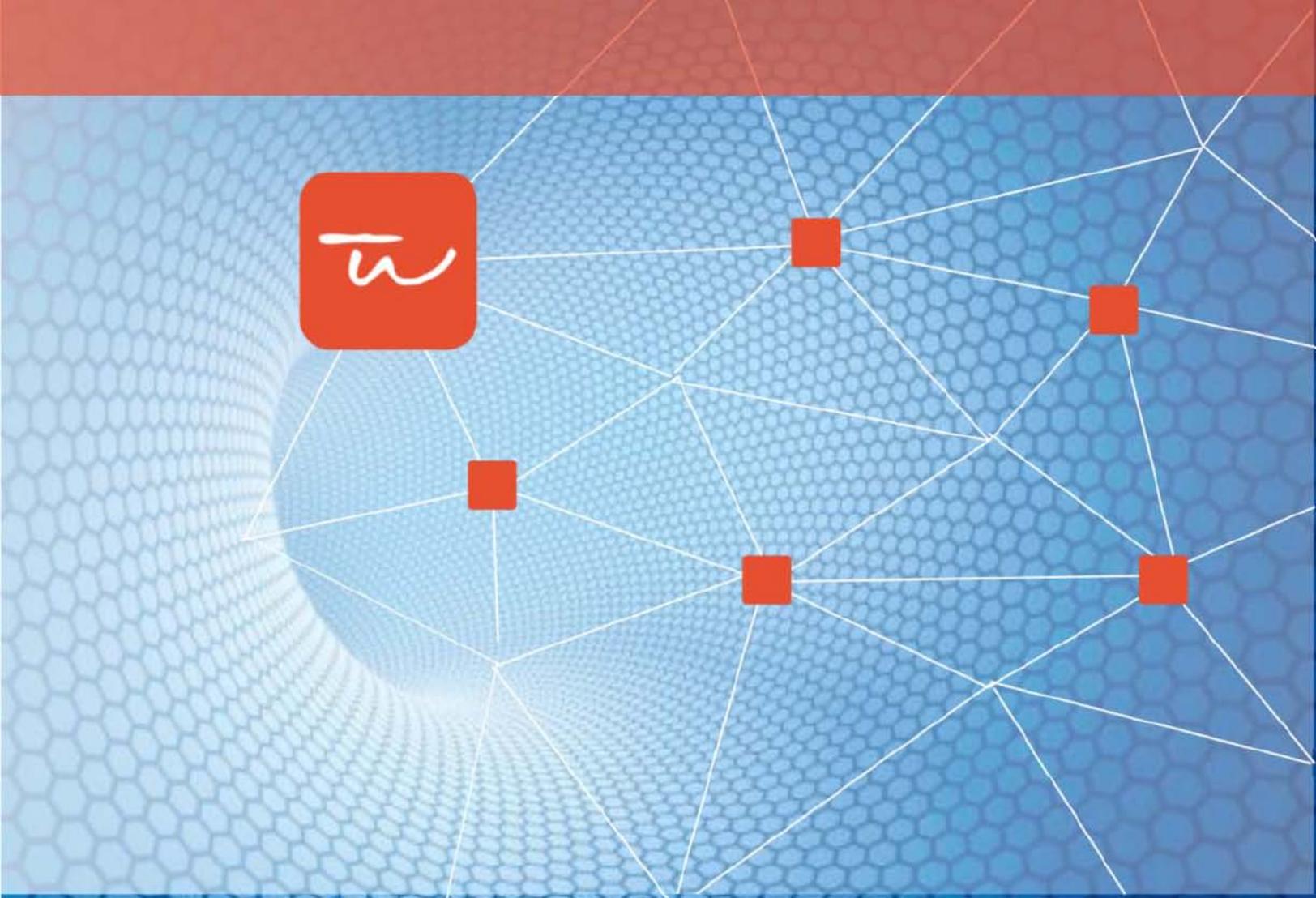
11. What if I arrive at the building after it has been closed due to a chemical, biological, or radiological incident?

If local health departments and law enforcement officials have instructed the community to Shelter-in-Place due to a CBR incident, the guards at 625 Indiana Avenue are required to lock all exterior doors and parking level gates. If you are unable to get back into the building, the DC government has alternative shelters with ready-deployable decontamination equipment, including tents, heaters, showers, water heaters, and other necessary supplies. Shelters should be staffed with trained individuals. For security reasons, the locations of these alternative shelters will not be announced until there is an immediate need to activate them.

Defense Nuclear Facilities Safety Board Shelter-in-Place Questions and Answers

12. Is Employee Assistance available for my family and me?

Yes. The Employee Assistance Program can offer confidential counseling to you and your family should you or someone you love needs help in coping with crisis. The number is 1-800-222-0364.



DNFSB 2015 Culture and Climate Survey Executive Overview of Key Findings

August 2015

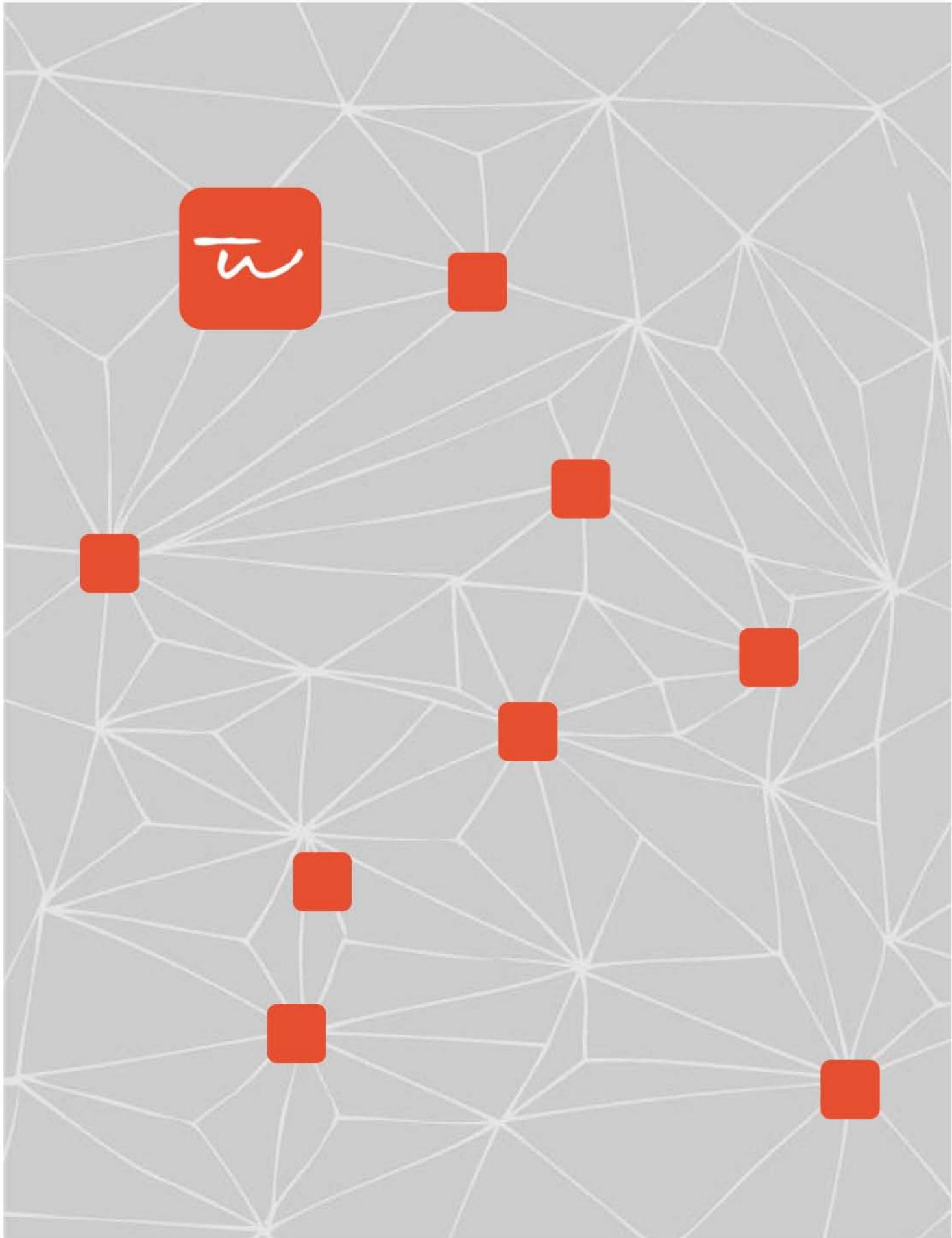
Submitted by

Towers Watson

TOWERS WATSON 

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Purpose of Survey and Background

In the spring of 2015, Towers Watson assisted the Office of Inspector General (OIG) in assessing the Defense Nuclear Facilities Safety Board (DNFSB) culture and climate. The OIG commissioned Towers Watson to conduct a survey to evaluate the current culture and climate of DNFSB and facilitate identification of the organization's strengths and opportunities for improvement, as it continues to experience significant challenges.

To do so, Towers Watson, in coordination with the OIG, was provided full discretion in terms of the content that would be covered as well as access to DNFSB employees to conduct interviews and focus groups regarding aspects of culture and climate at DNFSB.

Once developed, the survey was sent out to 107 employees in the spring of 2015. Through this research initiative, the OIG's goals were to:

- Measure DNFSB's organizational culture and climate to identify areas of strength and opportunities for improvement,
- Create a baseline measure to gauge future progress and improvement on key initiatives,
- Understand the Key Drivers of Engagement (leverage points for improving engagement), and
- Provide, where practical, benchmarks for the findings against other similar organizations from Towers Watson's database.

To achieve these goals, the 2015 Culture and Climate Survey consisted of three distinct activities:

- Review of the existing research and previous reports regarding the DNFSB culture and climate,
- Qualitative design phase where a random sample of DNFSB employees, managers as well as leaders were interviewed, and
- Quantitative component consisting of a survey administered to all DNFSB employees.

The review of previous research on the DNFSB as well as interviews and focus group results served as the basis for designing the 2015 survey questionnaire. The questions were comprised of items from Towers Watson's normative database as well as tailored items to address the unique topic of DNFSB culture and climate.

After a brief review of the survey results and overview of the interview and focus group analysis, this executive summary will highlight the quantitative results of the DNFSB's survey. First, this summary will examine the overall results, looking at specific areas of strength and opportunities for improvement for the DNFSB. Category-level results will be compared with Towers Watson's U.S. National

Norm¹, U.S. Research and Development Norm², and U.S. Transitional Organizations Norm³. Secondly, the summary will report internal comparisons such as job categories, job functions, and years of service, where available. Finally, concluding observations and potential next steps will be provided.

¹ The Towers Watson U.S. National Norm is comprised of a weighted average of employee survey results from a cross-section of industry sectors for operations located in the United States.

² The Towers Watson U.S. Research and Development Functions Norm is comprised of a weighted average of survey results from U.S. employees working in Research and Development functions/departments in organizations across sectors.

³ The Towers Watson U.S. Transitional Companies Norm is a weighted average of employee survey results from companies across a range of industries that have experienced significant changes impacting all employees.

Survey Results in Brief

Survey Administration Summary

The DNFSB Culture and Climate Survey was administered from March 30th – April 10th, 2015. All permanent, DNFSB staff and managers were eligible to participate. Of the 107 employees asked to participate, 79 completed surveys, for an overall return rate of 74%. This return rate is on par with Towers Watson's global return rate of 75% and is a great first year percentage, being sufficient to provide a reliable and valid measure of the current attitudes and perceptions of DNFSB staff and managers.

External Benchmark Summary

Upon review of the survey category versus the three Towers Watson benchmarks, similar themes emerge. For the most part, the general trend shows an unfavorable comparison for the DNFSB on all three external benchmarks, including the U.S. National Norm, the Towers Watson U.S. Research and Development Norm, as well as Towers Watson's Transitional Organizations Norm. Eight of 14 DNFSB categories are significantly⁴ below the U.S. National Norm, with five categories being below both the U.S. Research and Development Norm as well and the Transitional Organizations Norm (Exhibit 2). Of the 14 categories, 2 categories compare favorably to all three norms (though not significantly).

However, Sustainable Engagement⁵ on the whole is similar to all benchmarks, though employees seem to lack a sense of pride in DNFSB and personal accomplishment in their work. Also, many employees feel they do not have the right tools and resources. Along with that, 38 percent of employees say they plan to leave DNFSB in the next year.

Other notable results include:

-  An employee perception that DNFSB is not attracting and retaining the right talent.
-  A lack of communication from both DNFSB's Board and senior leadership with employees desiring a change in the timeliness and tone of communications.
-  Employees also wanting more information about changes, decisions, how decisions are made, and how decisions/changes relate to the organization's mission.

⁴ Whenever a percent favorable or unfavorable response between two groups is displayed, a statistical test is conducted by Towers Watson to determine how confident we can be about whether the difference in scores represents a "real" difference in opinion or if it is more likely the difference was caused by random chance. A statistically significant difference is one that is large enough, given the size of the groups being compared, to be unlikely to be caused by chance. Statistically significant differences are therefore thought to be indicators of real difference between the two groups being compared. A statistically significant difference indicates there is less than a 5 percent chance the difference occurs randomly.

⁵ Sustainable Engagement assesses the level of DNFSB employees' connection to the organization, marked by being proud to work at DNFSB, committing effort to achieve the goals (being engaged) having an environment that supports productivity (being enabled) and maintaining personal well-being (feeling energized).

Internal Comparison Summary

Examining the DNFSB results in terms of internal group distinctions allows an interesting picture to emerge. When examining the DNFSB results by Group, the Office of the General Manager and Administrative/Support are the most favorable groups within DNFSB, with both groups scoring above DNFSB on the same 12 of the 14 categories. Alternatively, the office of the Technical Director and Engineering score below DNFSB results on 12 of 14 categories, and 11 of 14 categories respectively (as shown in Exhibit 3).

When comparing DNFSB results by Tenure, as shown in Exhibit 4, the employees with less than 1 year of service are the most favorable scoring of all groups, while those between 5 to 10 years are among the more negative (as our research would support based on typical breakouts). However, what is not typical based on Towers Watson research is that the most tenured group, those between 20 to 25 years, are the lowest scoring of all five groups.

When comparing results by Level, as Exhibit 5 shows, the DN-V or GS-15 groups have among the most favorable scores across the categories. However, what is atypical about these results is that the lowest scoring group is not the lowest level group, but instead the mid-level group, DN-IV or GS-14.

Survey Results Summary

As a first year survey, the results of this study allow for a baseline measure which DNFSB can use as a benchmark to understand if progress is being made against these initiatives. Results show that Sustainable Engagement is mostly favorable compared to benchmarks. However, employees lack a sense of pride in DNFSB and personal accomplishment in their work. Also, many employees feel they do not have the right tools and resources. Additionally, 38% of employees say they plan to leave DNFSB. Furthermore, there is a perception DNFSB is not attracting and retaining the right talent.

Communication is a consistent theme related to both DNFSB Board Members and senior leadership. Employees desire a change in the timeliness and tone of communications. Specifically, employees want more information about changes, decisions, how decisions are made, and how decisions/changes relate to the organization's mission.

Results also show that improvements can be made in the areas of respectfulness and professionalism in the organization. Specifically, both for employees respecting leaders as well as senior leaders treating staff with more respect. Along with that, scores for effective operating procedures and employees having the necessary tools and resources to perform their jobs are quite low and suggest that further attention should be placed on these areas as well.

Lastly, where comparisons exist, results are generally better than in the 2014 Federal Employee Viewpoint survey, especially for issues rated to the quality of work, cooperation, empowerment, and training.

Qualitative Design Phase: Interviews and Focus Groups

As the qualitative design component of the Culture and Climate Survey, Towers Watson conducted on-site and phone interviews and on-site focus groups. The primary emphasis for these interviews and focus groups was to inform the design of the survey instrument and understand what new themes (or categories) may need to be explored as well as what themes (or categories) may now be less relevant and thus subject to removal from the survey instrument. This is a qualitative report with the findings from the interview and focus group meetings. The interview and focus groups respondents were asked questions in a variety of areas.

Towers Watson, in coordination with OIG staff, conducted phone interviews and on-site focus groups. The interviewees and focus groups attendees were asked questions on a variety of areas. A total of 6 interviews and 2 focus group meetings were conducted from February 18 to 27, 2015. A total of 12 individuals were interviewed from both the focus groups and interviews. The findings from the interview and focus group meetings helped in the development of the survey instrument.

Generally, interview and focus group respondents viewed their work as being rewarding and engaging. However, the overall finding is that morale is low. The following is a summary of key themes:

-  **Change Management:** There have been a lot of changes in leadership, and processes, and employees have struggled to deal with these changes.
-  **Communication:** There is information regarding technical aspects of everyone's jobs, however, the bigger picture and understanding of the agency's mission gets lost and is not communicated.
-  **Development:** Individuals are asking for a scientific literature database, improved new hire training, and a better understanding of each other's positions.
-  **Diversity, Inclusion & Working Relationships:** There may be individuals being treated differently due to their job position. Some of the working relationships between the longer tenure individuals in the workforce and the shorter tenure workers have been an area for concern.
-  **Leadership:** There are opposing views amongst members of the Board, creating a disjointed leadership team. There is also a belief that the Board and staff relationship is not as professional as it should be. There is concern that some Board members are over-stepping their role and trying to control more than is allowable.
-  **Operating Efficiency/Procedures:** There are some internal procedures that people do not fully understand or feel are inefficient. Employees are asking for fewer procedures and more autonomy to make decisions.
-  **Performance Management:** There are inefficient processes and lack of clarity that have caused individuals to feel as though there is not a proper performance management system.

 **Sustainable Engagement:** Overall, employees are perceived to be engaged with their job. Employees feel they have the opportunity to make an impact, learn and grow, and have work/life balance.

The results from the leadership interviews and focus groups were used by Towers Watson to draft the survey questions. Six interviews were conducted with the Board and senior leadership. Towers Watson created a stratified random sample from DNFSB's employee population to invite individuals to participate in the focus groups. The 2015 DNFSB survey addressed all of the key themes—the areas of strength as well as the areas of mixed perception.

Conclusion of Qualitative Phase

Staff and management who participated in focus groups and individual interviews indicated that their work was rewarding and engaging. However, the overall morale is low due to numerous changes happening at DNFSB. There have been a lot of changes in leadership and processes, and employees have struggled to deal with these changes. Employees are asking for a better understanding of the agency's mission, improved scientific literature database and new hire training, fewer procedures, more empowerment, clarity on the existing performance management system, and ensuring all individuals are treated with respect.

Survey Development / Pre-test

After the survey instrument was agreed upon and confirmed by the OIG survey team, a pre-test version of the survey instrument was developed based on Towers Watson's research into culture; the qualitative review of the previous research and reports on the DNFSB; the qualitative interview and focus groups; and Towers Watson's experience in other government and private sector organizations. The pre-test survey contained both Towers Watson normed and DNFSB tailored questions, and was tested with a broad cross-section of DNFSB employees.

Survey questions were grouped into 14 categories, representing the major topic areas identified in the interviews and focus groups. A list of the categories, along with a brief description of the items each category contains, is provided in the following pages. For each category, the average favorable response (percentage of employees responding favorably to a given set of questions) was calculated; Exhibit 2 of this report shows the percent-favorable response for each survey category.

Survey Categories

1. **Change Management:** Assesses the way changes are communicated and implemented. This category also examines the perception of the pace of change within DNFSB as well as whether or not things at DNFSB will change for the better or worse in the next year.
2. **Communication:** Evaluates the availability and efficacy of information about matters affecting the agency, and information employees need to do their job. It also assesses the degree of openness of communication from leaders as well as believing the information that they receive.
3. **Development:** Assesses recruitment and retention of talented employees, development of employees to their full potential, and perceptions of career progression within the DNFSB. Also provides employees the opportunity to identify barriers to attending DNFSB-sponsored and other publicly/private offered training courses.
4. **Diversity:** Evaluates whether leaders and supervisors support equal opportunity and are accepting of different gender, people from different racial/ ethnic backgrounds or lifestyles. Also addresses whether DNFSB's environment is accepting of ethnic differences and whether people are treated with dignity and respect.
5. **Empowerment:** Assesses the amount of authority employees have to do their jobs, the trust they receive from management, the openness to discuss differing opinions, the ability to openly and confidently raise issues, and whether DNFSB's climate allows one to be innovative.
6. **Ethics/ Professionalism:** Examines whether employees are held to same ethical standards, leadership displays ethical standards, and whether leadership is generally respected by employees.
7. **Leadership:** Probes employees' views of overall leadership within the DNFSB, including management style, and respect for diversity, clarity of strategy, confidence in decisions made, and sincere interest in employee well-being.

8. **Operating Efficiency/ Procedures:** Assesses efficient operations, sufficient resource allocations, streamlined and effective work flow, effective decision-making.
9. **Performance Management:** Explores DNFSB's recognition for quality of performance, and investigates the breadth, utility, and recognition.
10. **Quality Focus:** Explores employee views on the quality of DNFSB's work as well as the sacrifice of quality work due to the need to meet metrics or the need to satisfy a personal or political agenda.
11. **Retention:** Assesses whether employees are seriously considering leaving the organization.
12. **Supervision:** Examines employee perceptions of their immediate supervisors' technical competency; confidence in their decision making; availability; communication skills; people management and team-building skills; and their level of effectiveness when working with people of different gender, racial/ethnic background, or lifestyle.
13. **Sustainable Engagement:** Assesses the level of DNFSB employees' connection to the organization, marked by being proud to work at DNFSB, committing effort to achieve the goals (being engaged) having an environment that support productivity (being enabled) and maintaining personal well-being (feeling energized).
14. **Working Relationships:** Evaluates the level of cooperation among employees, the amount of support employees provide one another to get their jobs done, as well as the level of teamwork.

Survey Administration

The OIG’s DNFSB Culture and Climate Survey was administered from March 30th to April 10th, 2015. All DNFSB employees and managers were eligible to participate. Of the 107 employees asked to participate, 79 completed surveys, for an overall return rate of 74%. This return is on par with Towers Watson’s global return rate of 75% and is a great first year percentage, being sufficient to provide a reliable and valid measure of the current attitudes and perceptions of DNFSB employees and managers.

Exhibit 1

Participation Rates: Administration: March 30th – April 10th

ORGANIZATION	INCOMING N SIZE	OUTGOING N SIZE	RESPONSE RATE
DNFSB OVERALL	79	107	74%
OFFICE OF THE GENERAL MANAGER	13	18	72%
OFFICE OF THE TECHNICAL DIRECTOR	58	81	72%

TOWERS WATSON'S GLOBAL RETURN RATE IS 75%

EXHIBIT 1 FOOTNOTE: A valid survey response is defined by the individual selecting at least one opinion question.

Overall Category Scores

The average favorable response score for each category was calculated and is provided below. Typically, Towers Watson maintains that favorable scores above 75% would usually be considered strengths and scores above 50% could be considered moderate strengths, while scores below 50% can be considered opportunities for improvement and scores below 25% would be considered strong opportunities for improvement areas.

As shown in Exhibit 2, the category scores range between 28% favorable to 79% favorable, with Working Relationships, Sustainable Engagement, Supervision and Diversity all being characterized by employees as most favorable, scoring 70% or better. Alternatively, Change Management, Operating Efficiency/ Procedures, and Communication all score below 50% and represent the overall three lowest-scoring categories. However, in reviewing absolute category scores, caution should be exercised in the absence of external benchmarks because the favorability scores of many questions administered in the general U.S. population tends to be lower than one might expect. For a more insightful comparison, a review of DNFSB results versus Towers Watson’s validated normative database is provided in the below section.

Exhibit 2

DNFSB Overall 2015 Category Scores vs. Benchmarks

Category	Total Favorable Score	vs. TW U.S. NAT NORM	vs. TW U.S. R&D NORM	vs. TW U.S. TRAN NORM
Change Management	28	-31*	-29*	-12*
Communication	46	-11*	-20*	-2
Development	50	-12*	-8	-10
Diversity	73	-4	-4	-7
Empowerment	56	-14*	-7	-7
Ethics/Professionalism	52	-15*	-17*	-15*
Leadership	48	-19*	-17*	-17*
Operating Efficiency/Procedures	45	-17*	-7	-12*
Performance Management	56	-8	-6	-5
Quality Focus	59	5	10	n/a
Retention	47	-21*	-20*	-21*
Supervision	79	2	1	3
Sustainable Engagement	76	0	-2	3
Working Relationships	78	1	4	3

 Statistically Significant Difference (+)

 Statistically Significant Difference (-)

Comparison of DNFSB to Towers Watson's Benchmarks

Towers Watson's normative data are comprised of a weighted sample of employee responses categorized by nation, industry, function, or performance. The first benchmark DNFSB is compared with is the U.S. National Norm. This norm is comprised of organizations representing a broad spectrum of industries across the United States and has been updated in the last six months. The norm includes data from over 312 companies and has a weighted n-size of 160,417. Employees in the norm are Hourly, Salaried, Exempt, and Non-Exempt up to and including Executives. As with all Towers Watson norms, organizations in this norm are weighted to ensure proper proportionality.

As shown in Exhibit 2, three of the 14 DNFSB categories compare favorable to the U.S. National Norm while 8 of 14 categories are significantly below. Strengths against this norm include Quality Focus, Supervision, and Working Relationships. With a mostly negative comparison, there are several areas of opportunity against this norm, the most notable of which are Change Management, Retention, and Leadership.

The second normative comparison is the U.S. Research and Development Norm, which is comprised of a representative sample of the U.S. research and development workforce weighted according to Bureau of Labor Statistics data. This norm contains a representative sample of over 89 organizations and has a weighted n-size of 31,464 organizations (weighted average) from Research and Development functions. Exhibit 2 shows three categories scoring above this norm; Quality Focus, Working Relationships, and Supervision. Alternatively, five categories score statistically significant below this norm, the most notable of which are Change Management, Communication, and Retention.

The third normative comparison is to the Towers Watson U.S. Transitional Organizations Norm, which is comprised of a weighted average of employee survey results from organizations across a range of industries that have experienced significant changes impacting all employees. Such changes can include, but are not limited to, significant reorganization, bankruptcy, widespread layoffs, acquisition, changing from a privately owned company to a publicly-owned company or vice versa, or being bought out by the employees. In addition, these companies generally report financial performance indicators (e.g., return on invested capital, net profit margin) that are below relevant industry averages for at least a 36-month period. To develop this norm, publicly available sources of financial data are researched to obtain company performance information for client organizations. The norm includes data from over 23 companies and has a weighted n-size of 85,570.

When DNFSB results are compared to this norm, there exists a somewhat less negative difference on a number of categories, as can be seen in Exhibit 2. Strengths against this norm include Supervision, Working Relationships, and Sustainable Engagement. Of the five significantly negative differences, Retention, Leadership, and Ethics/Professionalism are the most unfavorable.

Internal Comparisons

The following internal comparisons illustrate how various subgroups within DNFSB (i.e., group, tenure, and level) vary at the category-level average compared with DNFSB overall. Please note that in these charts, statistically significant differences are indicated by brightly colored (green or red) cells.

When reviewing any of the internal comparisons, such as Exhibit 3, it should be noted that while all respondents are included in the overall number (N=79), to ensure confidentiality for each respondent, groups with N<10 employees are included in the overall DNFSB population counts, but are not broken out separately.

Exhibit 3

DNFSB Overall 2015 Category Scores By Group

Category	DNFSB Overall	Office Of The General Manager 2015	Office Of The Technical Director 2015	Admin./ Support	Engineering 2015
Change Management	28	2	-2	10	-1
Communication	46	15	-3	10	-2
Development	50	7	-3	7	-2
Diversity	73	-2	2	-8	2
Empowerment	56	13	-3	7	-2
Ethics/Professionalism	52	4	-1	2	0
Leadership	48	9	-3	5	-2
Operating Efficiency/Procedures	45	22	-6	18	-6
Performance Management	56	6	-2	5	-3
Quality Focus	59	10	-4	15	-3
Retention	47	15	-2	15	-3
Supervision	79	16	-2	8	-1
Sustainable Engagement	76	12	-3	10	-3
Working Relationships	78	-2	1	-9	3

 Statistically Significant Difference (+)

 Statistically Significant Difference (-)

As shown in Exhibit 3, Office of the General Manager and Admin./ Support are the most favorable groups within DNFSB, with both groups scoring above DNFSB on the same 12 of the 14 categories. Alternatively, the office of the Technical Director and Engineering score below DNFSB results on 12 of 14 categories, and 11 of 14 categories respectively.

The next internal comparison is by Tenure, as shown by Exhibit 4. When employee opinion data are segmented according to length of service groups, there are some typical breakouts that commonly occur. Employees within the first year of service tend to be the most positive scoring (honeymoon effect), while employees in the middle groups usually between three to five years or five to ten years of service often respond the most unfavorably to the topics addressed in the survey compared to the rest of their organization. Employees who are the most tenured usually tend to respond somewhat more positive than the middle groups though not as positive as the newest tenured employees. This usually results in a “U-shaped” curve across tenure levels. As can be seen in Exhibit 4, the employees with less than one year of service are in fact the most favorable scoring of all groups, while those between five to ten years are the among the more negative (conforming to typical trends seen in organizations). However, what is not typical is that the most tenured group, those between 20 to 25 years are the lowest scoring of all five groups.

Exhibit 4

DNFSB Overall 2015 Category Scores By Tenure

Category	DNFSB Overall	Less than 1 year of service 2015	1 year but less than 5 years of service 2015	5 years but less than 10 years of service 2015	10 years but less than 15 years of service 2015	20 years but less than 25 years of service 2015
Change Management	28	12	-4	1	2	-7
Communication	46	34*	-6	-12	0	6
Development	50	12	9	-8	-2	-1
Diversity	73	9	10	-3	6	-12
Empowerment	56	11	0	-1	0	-4
Ethics/Professionalism	52	20	3	-2	1	-13
Leadership	48	20	-1	-7	0	-2
Operating Efficiency/Procedures	45	8	0	-4	2	-4
Performance Management	56	-8	8	0	-7	-5
Quality Focus	59	1	5	4	-4	-2
Retention	47	53*	6	-15	11	-20
Supervision	79	6	-1	1	-5	-6
Sustainable Engagement	76	14	0	-2	-2	-6
Working Relationships	78	8	4	-1	2	-6

 Statistically Significant Difference (+)

 Statistically Significant Difference (-)

Exhibit 5

DNFSB Overall 2015 Category Scores By Level

Category	DNFSB Overall	DN-II/III or GS-11/12/13 2015	DN-IV or GS-14 2015	DN-V or GS-15 2015
Change Management	28	-6	-3	1
Communication	46	-13	-1	4
Development	50	4	-9	-3
Diversity	73	3	2	-2
Empowerment	56	2	-11	3
Ethics/Professionalism	52	-3	-2	0
Leadership	48	-1	-11	2
Operating Efficiency/Procedures	45	1	-10	1
Performance Management	56	6	-12	2
Quality Focus	59	-3	-11	0
Retention	47	-1	3	-1
Supervision	79	4	-4	2
Sustainable Engagement	76	4	-13	6
Working Relationships	78	3	-6	0

 Statistically Significant Difference (+)

 Statistically Significant Difference (-)

When comparing DNFSB results by level, one must first understand the typical kinds of pattern that emerge with this type of breakout. Usually, the higher the level of an individual within an organization, the more favorable their scores tend to be. This results in the lowest scores usually coming from the lowest level employees and the highest scores being attributed to the highest level employees. As Exhibit 5 shows, this typical breakout is somewhat supported with the DN-V or GS-15 groups scoring mostly favorably across the categories. However, what is atypical is that the lowest-scoring group is not the lowest-level group, but instead the mid-level group, DN-IV or GS-14.

Key Driver Analysis

A Key Driver analysis (multiple regression) enables the identification of those critical areas that drive employee engagement. Using multiple regression, a statistical technique which is used to understand and predict the changes in one variable by understanding the relationship between variables, this analysis looks at factors that have a predictive relationship with engagement. Meaning, if scores in these factors that influence engagement change, that, in turn, would influence engagement scores to also change. In order to determine the critical factors that influence employee engagement, the Sustainable Engagement category is designed to empirically measure employee level of sustainable engagement. It was utilized as the dependent variable in the Key Driver analysis, while all other questions contained in the survey serve as the independent variables (potential influencers on engagement) and are regressed on the Sustainable Engagement Index.

The Sustainable Engagement category is comprised of responses to the nine questions that follow in Exhibit 6. Each item's favorable score is shown in the boxes immediately to the right of the item. Along with that, the percent difference for each item as compared to the three normative benchmarks (how many points above or below that item scores versus the benchmark) is also displayed in the three columns to the right.

Exhibit 6

		%-Fav. Score	vs. TW U.S. NAT NORM	vs. TW U.S. R&D NORM	vs. TW U.S. TRAN NORM
engaged	I believe strongly in the goals and objectives of DNFSB.	94%	8*	11*	11*
	I am proud to be associated with DNFSB.	71%	-17*	-17*	-16*
	I am willing to put in a great deal of effort beyond what is normally expected to help DNFSB succeed.	91%	4	-3	8*
enabled	I have the work tools and resources I need to achieve exceptional performance.	68%	-7	-4	-3
	My work group is able to meet our work challenges effectively.	81%	6	-4	13*
	There are no substantial obstacles at work to doing my job well.	54%	-4	-8	7
energized	The amount of stress I experience in my job seriously reduces my effectiveness. (N)	58%	8	9	n/a
	My work gives me a sense of personal accomplishment.	76%	-7	-6	-7
	I am able to sustain the level of energy I need throughout the work day.	86%	5	6	6

+ Statistically Significant Difference (+)
 - Statistically Significant Difference (-)
 (N) Disagreeing is the favorable response

The results of the Key Driver analysis are shown in Exhibit 7.

Exhibit 7

vs. TW U.S. NAT NORM	vs. TW U.S. R&D NORM	vs. TW U.S. TRAN NORM	Total Favorable Score	Item Text
-3	7	2	52	Operating Efficiency/Procedures: There is usually sufficient staff in my department to handle the workload.
7	7	n/a	92	Quality Focus: The quality of work done in my work unit is excellent.
-9	-6	n/a	57	Performance Management: In my experience at DNFSB, high-quality performance is usually recognized.
-15*	-7	-17*	58	Leadership: I believe senior leadership decisions are consistent with the mission.
-8	-13*	0	46	Communication: Senior leadership effectively communicates the reasons for important business decisions.

Sustainable Engagement

 Statistically Significant Difference (+)

 Statistically Significant Difference (-)

The Key Driver analysis shows five items in that were shown to have the largest influence on Sustainable Engagement at DNFSB. In interpreting this model, we can assume that individuals responding favorably to Sustainable Engagement Index items also responded favorably to the items determined to most influence Engagement. Conversely, individuals responding unfavorably to Sustainable Engagement Index items also tended to respond unfavorably to the items determined to most influence employee engagement. It is apparent that employee engagement at the DNFSB is highly affected by attitudes toward having sufficient staff to handle the work, the quality of the work being done, recognition of high-quality performance, leaders’ decisions being constant with the mission, and effective communication of reasons for important business decisions.

Key Driver analysis serves as an important tool in prioritizing issues for post-survey follow-up activities. As such, understanding which of the items warrant additional action planning means understanding how those items scored in terms of favorability and compared to norms. Typically, an item simply being found to be a driver of sustainable engagement doesn’t automatically mean it requires action-planning follow-up support. That is because some items can have a positive influence on sustainable engagement levels. Such is the case for two of the five items in this exhibit which have a favorable comparison to normative benchmarks and/or a high favorable score. This results in potential elimination of those two items from action-planning prioritization, which results in only three of the five items warranting action-planning follow-up support.

The importance of employee engagement cannot be underestimated. Engaged employees have higher allegiance to an organization, are willing to expend extra effort, recommend the agency to others as a great place to work, and are committed to staying with the organization.

Conclusion

As identified by Management Challenges in 2014, Human Capital Management and Change Management are critical measures that will determine success for the DNFSB. This study attempted to better understand issues regarding those two critical areas (translated into survey categories) from the perception of employees. As a first year survey, the results of this study allow for a baseline measure which the DNFSB can have going forward to understand if progress is being made against these initiatives.

Overall Observations

-  Sustainable Engagement is mostly favorable compared to benchmarks. However, employees lack a sense of pride in DNFSB and personal accomplishment in their work. Also, many employees feel they do not have the right tools and resources. Along with that, 38% of employees say they plan to leave DNFSB. There also is a perception DNFSB is not attracting and retaining the right talent.
-  Communication is a consistent theme related to both DNFSB's Board and Leadership. Employees desire a change in the timeliness and tone of communications. Employees want more information about changes, decisions, how decisions are made, and how decisions/changes relate to the mission.
-  Results also show that improvements should be made in respectfulness and professionalism for both employees respecting leaders as well as senior leaders treating employees with more respect.
-  Scores for effective operating procedures and employees having tools and resources are quite low and suggest that further attention should be focused on these areas as well.
-  Lastly, where comparisons exist, results are generally better than in the 2013 FEV survey, especially for issues related to the quality of work, cooperation, empowerment, and training.

Overall Strengths to Maintain

The below aspects of the culture and climate have been identified as strengths to be maintained by DNFSB:

-  **Sustainable Engagement:** Believing strongly in the goals and objectives, being willing to put in a great deal of effort beyond what is normally expected to help DNFSB succeed, and levels of stress not reducing effectiveness.
-  **Quality focus:** The high quality of work being done in the local business unit and not sacrificing quality in order to meet established metrics.
-  **Working relationships:** Employees cooperating to get the job done and employees willing to help each other, even if it means doing something outside their usual activities.
-  **Effective supervision:** Supervisors communicating effectively, being receptive to change and providing recognition for job well done.

Overall Opportunities for Improvement

The biggest opportunities reinforce many of the concerns raised in focus groups as well as in the above sections of this report. These opportunities include:

-  **Change Management:** Changes not being well communicated or implemented and the pace of change being too fast.
-  **Communication:** Not being informed on timely basis of important developments and decisions, leaders not effectively communicating reasons for their decisions, and not having open and honest communications.
-  **Leadership:** Leaders not recognizing or respecting the value of human differences, decisions not being consistent with the mission, not having confidence in decisions being made by leaders, and leaders not providing a clear sense of direction.
-  **Operating Efficiency/Procedures:** Not having good procedures for allocating resources effectively, the structure of the DNFSB not facilitating efficient operations, and not making efforts to make DNFSB a more streamlined, cost-effective organization.

 **Ethics and Professionalism:** Not treating employees equally and respectfully and there not being respect for the Board and senior leadership.

 **Retention and Attraction:** Several individuals state they plan to leave DNFSB and there is the perception DNFSB is not attracting and retaining the right talent. Make sure the hiring process is finding the right talent. Typically working on the key drivers of engagement and/or the above potential areas of opportunity will help improve retention.

Potential Focus Areas Moving Forward

DNFSB should consider the following focus areas moving forward:

 When and how communications are being sent to employees and re-examine the timeliness and tone of communications. It also may consider working with a communications specialist on how to craft messages to make sure employees understand changes, decisions, the decisionmaking process, and how decisions/changes relate to the mission.

 Establishing a safe environment/method for employees to communicate ideas of improvement and concerns to DNFSB's Board and leadership team. Specifically, an anonymous/confidential process perhaps until trust improves in the organization.

 Providing training for all employees and creating team- building events to improve respectfulness, professionalism, and trust at all levels.

 Review effectiveness of operating procedures and ensure employees have the right tools and resources.



Office of the Inspector General

U.S. Defense Nuclear Facilities Safety Board

Annual Plan

Fiscal Year 2017

FOREWORD

The *Consolidated Appropriations Act, 2014*, provided that notwithstanding any other provision of law, the Inspector General (IG) of the Nuclear Regulatory Commission (NRC) is authorized in 2014 and subsequent years to exercise the same authorities with respect to the Defense Nuclear Facilities Safety Board (DNFSB), as determined by the NRC Inspector General (IG), as the IG exercises under the *Inspector General Act of 1978* (5 U.S.C. App.) with respect to the NRC. I am pleased to present the Office of the Inspector General's (OIG) *FY 2017 Annual Plan* for the Defense Nuclear Facilities Safety Board (DNFSB). The *Annual Plan* provides the audit and investigative strategies and associated summaries of the specific work planned for the coming year. It sets forth OIG's formal strategy for identifying priority issues and managing its workload and resources for Fiscal Year (FY) 2017.

Congress created DNFSB in September 1988 as an independent Executive Branch agency to identify the nature and consequences of potential threats to public health and safety at the Department of Energy's (DOE) defense nuclear facilities, elevate those issues to the highest levels of authority, and inform the public. DNFSB strives to protect public health and safety by ensuring implementation of safety standards at DOE defense nuclear facilities, conducting in-depth reviews of new DOE defense facilities during design and construction to ensure the early integration of safety into design; and providing oversight to prevent an accidental detonation of a nuclear weapon during the evaluation, maintenance, or dismantlement process.

OIG sought input both from Congress and DNFSB in the development of this *Annual Plan*.

We have programmed all available resources to address the matters identified in this plan. This approach maximizes the use of our resources. However, to respond to a changing environment, it is sometimes necessary to modify this plan as circumstances, priorities, and or resources warrant.

Hubert T. Bell
Inspector General

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MISSION AND AUTHORITY

The Nuclear Regulatory Commission's (NRC) Office of the Inspector General (OIG) was established on April 15, 1989, pursuant to *Inspector General Act* Amendments contained in Public Law 100-504. In addition, the *Consolidated Appropriations Act, 2014*, provided that notwithstanding any other provision of law, the NRC Inspector General (IG) is authorized in 2014 and subsequent years to exercise the same authorities with respect to the Defense Nuclear Facilities Safety Board (DNFSB), as determined by the NRC IG, as the IG exercises under the *Inspector General Act of 1978* (5 U.S. C. App.) with respect to NRC.

OIG's mission is to (1) conduct and supervise independent audits and investigations of agency programs and operations; (2) promote economy, effectiveness, and efficiency within the agency; (3) prevent and detect fraud, waste, and abuse in agency programs and operations; (4) develop recommendations regarding existing and proposed regulations relating to agency programs and operations; and (5) keep the agency head and Congress fully and currently informed about problems and deficiencies relating to agency programs. The Act also requires the Inspector General (IG) to prepare a semiannual report to the DNFSB Chairman and Congress summarizing the activities of the OIG.

In furtherance of the execution of this mission and of particular importance to OIG's annual plan development, the IG summarized what he considers to be the most serious management and performance challenges facing DNFSB and assessed DNFSB's progress in addressing those challenges. In its latest annual assessment (October 2016), the IG identified the following as the most serious management and performance challenges facing DNFSB:¹

1. Management of a healthy and sustainable organizational culture and climate.
2. Management of security over internal infrastructure (personnel, physical, and cyber security) and nuclear security.
3. Management of administrative functions.
4. Management of technical programs.

Through its Issue Area Monitor (IAM) program, OIG staff monitor DNFSB performance on these management and performance challenges. These challenges help inform decisions concerning which audits and evaluations to conduct each fiscal year.

¹The challenges are not ranked in any order of importance.

PLANNING STRATEGY

The FY 2017 Annual Plan is based, in part, on knowledge gained through OIG audit and investigative activities. These activities pertain to DNFSB and its operations, work conducted under the IAM program, and management and performance challenges facing DNFSB as of October 2016 as identified by OIG.

AUDIT AND INVESTIGATION UNIVERSE

DNFSB, an independent executive branch agency established by Congress in September 1988, is charged with providing technical safety oversight of the Department of Energy's (DOE) defense nuclear facilities and activities in order to provide adequate protection of the health and safety of the public and workers. Its mission is to provide independent analysis, advice, and recommendations to the Secretary of Energy to inform the Secretary, as operator and regulator of DOE's defense nuclear facilities, in providing adequate protection of public health and safety at these facilities.

DNFSB's board is composed of five Presidentially appointed, Senate confirmed members who are required by law to be "respected experts" in the field of nuclear safety with a demonstrated competence and knowledge relevant to its independent investigative and oversight functions. Most of DNFSB's approximate 120 full-time equivalents work at the agency's Washington, DC, headquarters. DNFSB's FY 2017 budget is approximately \$31 million.

DNFSB's enabling statute assigns specific functions to the agency for accomplishing its safety oversight mission, including to

- Review and evaluate the content and implementation of standards relating to the design, construction, operation, and decommissioning of DOE defense nuclear facilities at each facility, and recommend to the Secretary of Energy specific measures needed to ensure that public health and safety are adequately protected.
- Investigate any event or practice at a DOE defense nuclear facility DNFSB determines has adversely affected, or may adversely affect, public health and safety.
- Review the design of new DOE defense nuclear facilities before construction begins and recommend modifications of the design deemed necessary to ensure public health and safety.
- Make recommendations to the Secretary of Energy pertaining to operation, standards, and research needs pertaining to DOE defense

nuclear facilities that DNFSB deems necessary to ensure public health and safety. In making its recommendations, DNFSB shall consider, and specifically assess, risk and the technical and economic feasibility of implementing the recommended measures.

OIG's audit and investigation oversight responsibilities are derived from DNFSB's array of programs, functions, and support activities established to accomplish its mission.

AUDIT STRATEGY

Effective audit planning requires current knowledge about DNFSB's mission and the programs and activities used to carry out that mission. Accordingly, OIG continually monitors specific issue areas to strengthen its internal coordination and overall planning process. Under the office's IAM program, staff designated as IAMs are assigned responsibility for keeping abreast of major DNFSB programs and activities. The broad IAM areas address information management, nuclear safety, and corporate management. Appendix C contains a list of the IAMs and the issue areas for which they are responsible.

The audit planning process yields audit assignments that identify opportunities for increased efficiency, economy, and effectiveness in DNFSB programs and operations; detect and prevent fraud, waste, and mismanagement; improve program and security activities at headquarters and site locations; and respond to emerging circumstances and priorities. The priority for conducting audits is based on (1) mandatory legislative requirements; (2) critical agency risk areas; (3) emphasis by the President, Congress, Board Chairman, or other Board Members; (4) a program's susceptibility to fraud, manipulation, or other irregularities; (5) dollar magnitude or resources involved in the proposed audit area; (6) newness, changed conditions, or sensitivity of an organization, program, function, or activities; (7) prior audit experience, including the adequacy of internal controls; and (8) availability of audit resources.

INVESTIGATION STRATEGY

OIG investigation strategies and initiatives add value to DNFSB programs and operations by identifying and investigating allegations of fraud, waste, and abuse leading to criminal, civil, and administrative penalties and recoveries. By focusing on results, OIG has designed specific performance targets focusing on effectiveness. Because DNFSB's mission is to protect public health and safety, the main investigative concentration involves alleged DNFSB misconduct or inappropriate actions that could adversely impact health and safety-related matters. These investigations typically include allegations of

- Misconduct by high-ranking DNFSB officials and other DNFSB officials, such as managers and inspectors, whose positions directly impact public health and safety.
- Failure by DNFSB's management to ensure that health and safety matters are appropriately addressed.
- Conflict of interest by DNFSB employees with DNFSB contractors.
- Indications of management or supervisory retaliation or reprisal.

OIG will also implement initiatives designed to monitor specific high-risk areas within DNFSB's corporate management that are most vulnerable to fraud, waste, and abuse. A significant focus will be on emerging information technology and national security issues that could negatively impact the security and integrity of DNFSB data and operations. OIG is committed to improving the security of the constantly changing electronic business environment by investigating unauthorized intrusions and computer-related fraud, and by conducting computer forensic examinations. Other proactive initiatives will focus on determining instances of procurement fraud, theft of property, insider radicalization threats, and Government travel and purchase card abuse.

As part of these proactive initiatives, OIG will meet with DNFSB's internal and external stakeholders to identify systemic issues or vulnerabilities. This approach will allow the identification of potential vulnerabilities and an opportunity to improve agency performance, as warranted.

OIG personnel will routinely interact with public interest groups, individual citizens, industry workers, and DNFSB staff to identify possible lapses in DNFSB's regulatory oversight that could impact public health and safety. OIG will also conduct proactive initiatives and reviews into areas of current or future regulatory safety or security interest to identify emerging issues or address ongoing concerns regarding the quality of DNFSB's regulatory oversight.

Appendix B provides investigation priorities, objectives and initiatives for FY 2017. Specific investigations are not included in the plan because investigations are primarily responsive to reported violations of law and misconduct by DNFSB employees and contractors, as well as allegations of irregularities or abuse in DNFSB's programs and operations.

PERFORMANCE MEASURES

For FY 2017, we will use a number of key performance measures and targets for gauging the relevancy and impact of our audit and investigative work. The performance measures are:

1. Percentage of OIG audits undertaken and issued within a year.
2. Percentage of final Board actions taken within 2 years on audit recommendations.
3. Percentage of Board actions taken in response to investigative reports.
4. Percentage of active cases completed in less than 18 months.

OPERATIONAL PROCESSES

The following sections detail the approach used to carry out the audit and investigative responsibilities previously discussed.

AUDITS

OIG's audit process comprises the steps taken to conduct audits and involves specific actions, ranging from annual audit planning to audit follow up activities. The underlying goal of the audit process is to maintain an open channel of communication between the auditors and DNFSB officials to ensure that audit findings are accurate and fairly presented in the audit report.

OIG performs the following types of audits:

Performance – Performance audits focus on DNFSB administrative and program operations and evaluate the effectiveness and efficiency with which managerial responsibilities are carried out, including whether the programs achieve intended results.

Financial – These audits, which include the financial statement audit required by the *Accountability of Tax Dollars Act of 2002* and OMB Bulletin 15-02 (Audit Requirements for Federal Financial Statements), attest to the reasonableness of DNFSB's financial statements and evaluate financial programs.

Contract – Contract audits evaluate the costs of goods and services procured by DNFSB from commercial enterprises.

The key elements in the audit process are as follows:

Audit Planning – Each year, suggestions are solicited from Congress, DNFSB, management, external parties, and OIG staff. An annual audit plan (i.e., this document) is developed and distributed to interested parties. It contains a listing of planned audits to be initiated during the fiscal year depending on availability of resources and the general objectives of the audits. The annual audit plan is a "living" document that may be revised as circumstances warrant, with a subsequent redistribution of staff resources.

Audit Notification – Formal notification is provided to the office responsible for a specific program, activity, or function, informing them of OIG's intent to begin an audit of that program, activity, or function.

Entrance Conference – A meeting is held to advise DNFSB officials of the objective(s), and scope of the audit, and the general audit methodology to be followed.

Survey – Exploratory work is conducted before the more detailed audit work commences to gather data for refining audit objectives, as appropriate; documenting internal control systems; becoming familiar with the activities, programs, and processes to be audited; and identifying areas of concern to management. At the conclusion of the survey phase, the audit team will recommend to the Assistant Inspector General for Audits (AIGA) a “Go” or “No Go” decision regarding the verification phase. If the audit team recommends a “No Go,” and it is approved by the AIGA, the audit is dropped.

Audit Fieldwork – A comprehensive review is performed of selected areas of a program, activity, or function using an audit program developed specifically to address the audit objectives.

End of Fieldwork Briefing With Agency – At the conclusion of audit fieldwork, the audit team discusses the tentative report findings and recommendations with the auditee.

Discussion Draft Report – A discussion draft copy of the report is provided to DNFSB management to allow them the opportunity to prepare for the exit conference.

Exit Conference – A meeting is held with the appropriate DNFSB officials to discuss the discussion draft report. This meeting provides DNFSB management the opportunity to confirm information, ask questions, and provide any necessary clarifying data.

Final Draft Report – If requested by DNFSB management during the exit conference, a final draft copy of the report that includes comments or revisions from the exit conference is provided to DNFSB to obtain formal written comments.

Final Audit Report – The final report includes, as necessary, any revisions to the facts, conclusions, and recommendations of the draft report discussed in the exit conference or generated in written comments supplied by DNFSB managers. Written comments are included as an appendix to the report. Some audits are sensitive and/or classified. In these cases, final audit reports are not made available to the public.

Response to Report Recommendations – Offices responsible for the specific program or process audited provide a written response on each recommendation (usually within 30 days) contained in the final report. DNFSB management responses include a decision for each recommendation indicating agreement or disagreement with the recommended action. For agreement, DNFSB management provides corrective actions taken or planned and actual or target dates for completion. For disagreement, DNFSB management provides their reasons for disagreement and any alternative proposals for corrective action.

Impasse Resolution – If the response by the action office to a recommendation is unsatisfactory, OIG may determine that intervention at a higher level is required.

Audit Follow up and Closure – This process ensures that recommendations made to management are implemented.

INVESTIGATIONS

OIG's investigative process normally begins with the receipt of an allegation of fraud, mismanagement, or misconduct. Because a decision to initiate an investigation must be made within a few days of each referral, OIG does not schedule specific investigations in its annual investigative plan.

Investigations are opened in accordance with OIG priorities in consideration of prosecutorial guidelines established by the local U.S. attorneys for the Department of Justice (DOJ). OIG investigations are governed by the Council of the Inspectors General on Integrity and Efficiency Quality Standards for Investigations, the OIG Special Agent Handbook, and various guidance provided periodically by DOJ.

Only four individuals in the OIG can authorize the opening of an investigative case: the Inspector General (IG), the Deputy IG, the Assistant IG for Investigations, and the Senior Assistant for Investigative Operations. Every allegation received by OIG is given a unique identification number and entered into a database. Some allegations result in investigations, while others are retained as the basis for audits, referred to DNFSB management, or, if appropriate, referred to another law enforcement agency.

When an investigation is opened, it is assigned to a special agent who prepares a plan of investigation. This planning process includes a review of the criminal and civil statutes, program regulations, and agency policies that

may be involved. The special agent then conducts the investigation, and uses a variety of investigative techniques to ensure completion.

In cases where the special agent determines that a crime may have been committed, he or she will discuss the investigation with a Federal and/or local prosecutor to determine if prosecution will be pursued. In cases where a prosecuting attorney decides to proceed with a criminal or civil prosecution, the special agent assists the attorney in any preparation for court proceedings that may be required.

For investigations that do not result in prosecution but are handled administratively by the agency, the special agent prepares a Report of Investigation summarizing the facts disclosed during the investigation. The report is distributed to agency officials who have a need to know the results of the investigation. For investigative reports provided to agency officials, OIG requires a response within 120 days regarding action taken as a result of the investigative finding(s). OIG monitors corrective or disciplinary actions that are taken.

OIG collects data summarizing the criminal and administrative action taken as a result of its investigations and includes this data in its semiannual reports to Congress.

HOTLINE

The OIG Hotline Program provides DNFSB employees, contract employees, and the public with a confidential means of reporting to the OIG instances of fraud, waste, and abuse relating to Board programs and operations.

Please Contact:

E-mail:	Online Form
Telephone:	1-800-233-3497
TDD	1-800-270-2787
Address:	U.S. Nuclear Regulatory Commission Office of the Inspector General Hotline Program Mail Stop O5-E13 11555 Rockville Pike Rockville, MD 20852

AUDITS PLANNED FOR FY 2017

Audit of DNFSB's Fiscal Year 2016 Financial Statements

DESCRIPTION AND JUSTIFICATION:

Under the *Chief Financial Officers Act*, as updated by the *Accountability of Tax Dollars Act of 2002* and the Office of Management and Budget (OMB) Bulletin 15-02, *Audit Requirements for Federal Financial Statements*, OIG is required to audit DNFSB's financial statements. The report on the audit of DNFSB's financial statements is due on November 15, 2016.

OBJECTIVES:

The audit objectives are to:

- Express opinions on DNFSB's financial statements and internal controls.
- Review compliance with applicable laws and regulations.
- Review the controls in DNFSB's computer systems that are significant to the financial statements.
- Assess the agency's compliance with OMB Circular A-123, Revised, Management's Responsibility for Enterprise Risk Management and Internal Control.

SCHEDULE:

Initiated in the 3rd quarter of FY 2016.

MANAGEMENT CHALLENGE 3:

Management of administrative functions.

Audit of DNFSB's Telework Program

DESCRIPTION AND JUSTIFICATION:

The *Telework Enhancement Act of 2010* (the Telework Act), was enacted into law with the goal of ensuring that Federal agencies more effectively integrate telework into their management plans and agency cultures. The Telework Act defines telework as a work-flexibility arrangement under which an employee performs the duties and responsibilities of his or her position from an approved worksite other than the location from which the employee would otherwise work. The Telework Act establishes requirements for agencies when implementing their telework policies. The head of each executive agency needs to establish and implement a policy under which employees shall be authorized to telework. Also, employees must enter into written agreements with their agencies before participating in telework. Moreover, the head of each executive agency must ensure that employees eligible to telework and managers of teleworking employees receive training on telework before the employee enters into a written telework agreement.

Currently, DNFSB has approximately 85 of 105 staff members participating in its telework program. Approximately six staff members are teleworking full-time.

OBJECTIVE:

The audit objectives are to determine (1) if DNFSB's telework program complies with applicable laws and regulations, and (2) the adequacy of internal controls over the program.

SCHEDULE:

Initiated in the 4th quarter of FY 2016.

MANAGEMENT CHALLENGE 1:

Management of a healthy and sustainable organizational culture and climate.

Audit of DNFSB's Human Resources Process for Filling Vacancies

DESCRIPTION AND JUSTIFICATION:

The Office of Personnel Management (OPM) requires agencies to establish and maintain a system of accountability for merit system principles. Agencies are further required to use guidance, measures, and metrics and to identify the measures used in agency accountability policies. OPM established the Human Capital Assessment and Accountability Framework (HCAAF) system as standards, including appropriate metrics for evaluators to use when assessing human capital management by Federal agencies. HCAAF's system components are (1) Strategic Alignment System, (2) Leadership/Knowledge Management System, (3) Results-Oriented Performance Culture System, (4) Talent Management System, and (5) Accountability System. Human resources evaluators use agency processes and activities outlined in standards for the HCAAF System to ensure, over time, the agency manages people efficiently and effectively in accordance with merit system principles, veterans' preference and related public policies.

The 2015 DNFSB Culture and Climate Survey conducted by OIG suggests that DNFSB's process for hiring and retaining staff needs improvement. Specifically, there is a perception among DNFSB staff that the agency is not attracting and retaining the right talent. Moreover, survey results reflect that 38 percent of DNFSB employees plan to leave in the next year.

OBJECTIVE:

The audit objective is to determine if DNFSB has identified mission-critical occupations and competencies and developed strategies to hire and retain staff in accordance with Federal standards.

SCHEDULE:

Initiate in the 1st quarter of FY 2017.

MANAGEMENT CHALLENGE 3:

Management of administrative functions.

Audit of DNFSB's Site Representative Program

DESCRIPTION AND JUSTIFICATION:

DNFSB's mission is to provide independent analysis, advice, and recommendations to the Secretary of Energy, as operator and regulator of DOE's defense nuclear facilities, for the adequate protection of public health and safety. The enabling legislation of DNFSB authorizes its Board to assign staff to be stationed at any DOE defense nuclear facility to carry out the mission and functions of the agency. DNFSB's Board used this authority to establish and implement the Site Representative Program, which serves an essential function for the agency's safety oversight of DOE's defense nuclear facilities.

DNFSB site representatives relocate to a DOE site with defense nuclear facilities and perform direct oversight of the safety of operations. DNFSB currently has site representatives stationed at five DOE defense nuclear facilities. Site representatives advise the agency on the overall safety conditions at defense nuclear facilities. Site representatives also act as DNFSB's liaison with local DOE and contractor management, state and local agencies, elected officials and their staff, stakeholder organizations, the media, and the public.

DNFSB site representatives serve a critical role as the Board relies on site representatives to perform direct oversight of nuclear safety at their assigned DOE sites. Site representatives are expected to evaluate the physical conditions of the facilities, identify and communicate safety issues to the Board and its headquarters staff, and participate in the planning and execution of safety reviews.

OBJECTIVE:

The audit objective is to determine whether the Site Representative Program provides for the necessary onsite oversight of DOE defense nuclear facilities to adequately protect public health and safety.

SCHEDULE:

Initiate in the 1st quarter of FY 2017.

MANAGEMENT CHALLENGE 4:

Management of technical programs.

Audit of DNFSB's Compliance with Standards Established by the Digital Accountability and Transparency Act (DATA) of 2014

DESCRIPTION AND JUSTIFICATION:

The *Digital Accountability and Transparency Act (DATA)* of 2014 was enacted May 9, 2014, and requires that Federal agencies report financial and payment data in accordance with data standards established by the Department of Treasury and OMB. The data reported will be displayed on a Web site available to taxpayers and policy makers. In addition, the Act requires that OIG review statistical samples of the data submitted by the agency under the Act and report to Congress on the completeness, timeliness, quality and accuracy of the data sampled and the use of the data standards by the agency.

The Council of the Inspectors General on Integrity and Efficiency (CIGIE) identified a timing anomaly with the oversight requirements contained in the Act and recommended that IGs delay reports required by the Act. In the interim, CIGIE encouraged IGs to undertake DATA "Readiness Reviews" well in advance of the first November 2017 report. This Readiness Review strategy is being pursued by DNFSB OIG. It is the plan of OIG to provide Congress with the first required report in November 2017.

OBJECTIVE:

The audit objectives are to (1) review the data submitted by the agency under the DATA to determine the completeness, timeliness, quality and accuracy of the data sampled, and (2) assess the use of the data standards by the agency.

SCHEDULE:

Initiate in the 2nd quarter of FY 2017.

MANAGEMENT CHALLENGE 3:

Management of administrative functions.

Audit of the DNFSB's Implementation of Its Governing Legislation

DESCRIPTION AND JUSTIFICATION:

DNFSB was created by Congress in 1988 as an independent organization within the executive branch chartered with the responsibility of providing recommendations and advice to the President and the Secretary of Energy regarding public health and safety issues at DOE defense nuclear facilities. The Board reviews and evaluates the content and implementation of health and safety standards, as well as other requirements, relating to the design, construction, operation, and decommissioning of DOE's defense nuclear facilities.

DNFSB is led by five presidentially-appointed Board members serving staggered 5 year terms. The Board is supported by about 105 technical and administrative staff personnel and an annual budget of approximately \$31 million.

The Board has a variety of authorities and powers for interacting with DOE. These include: (1) conducting public hearings, (2) issuing subpoenas for the attendance of witnesses and production of evidence, (3) formally requesting information or establishing reporting requirements, (4) stationing onsite resident inspectors, and (5) conducting special studies. The Board and its staff annually conduct about 200 site visits of an average duration of 2-3 days. The Board communicates with DOE through trip reports, requests for information, other written correspondence, and meetings. The Board transmits a total of about 100 pieces of correspondence annually to senior DOE management at headquarters and field offices.

OBJECTIVE:

The audit objective is to determine whether the Board is operating in accordance with implementing legislation.

SCHEDULE:

Initiate in the 2nd quarter of FY 2017.

MANAGEMENT CHALLENGE 1:

Management of a healthy and sustainable organizational culture and climate.

Audit of DNFSB's Fiscal Year 2017 Financial Statements

DESCRIPTION AND JUSTIFICATION:

Under the *Chief Financial Officers Act*, as updated by the *Accountability of Tax Dollars Act of 2002* and OMB Bulletin 15-02, *Audit Requirements for Federal Financial Statements*, OIG is required to audit DNFSB's financial statements. The report on the audit of DNFSB's financial statements is due on November 15, 2017.

OBJECTIVES:

The audit objectives are to:

- Express opinions on DNFSB's financial statements and internal controls.
- Review compliance with applicable laws and regulations.
- Review the controls in DNFSB's computer systems that are significant to the financial statements.
- Assess the agency's compliance with OMB Circular A-123, Revised, *Management's Responsibility for Enterprise Risk Management and Internal Control*.

SCHEDULE:

Initiate in the 3rd quarter of FY 2017.

MANAGEMENT CHALLENGE 3:

Management of administrative functions.

Independent Evaluation of DNFSB's Implementation of the Federal Information Security Modernization Act for Fiscal Year 2017

DESCRIPTION AND JUSTIFICATION:

The *Federal Information Security Modernization Act of 2014* (FISMA) requires an independent evaluation of DNFSB's information security program and practices. The annual assessments provide agencies with the information needed to determine the effectiveness of overall security programs and to develop strategies and best practices for improving information security.

FISMA provides the framework for securing the Federal Government's information technology including both unclassified and national security systems. All agencies must implement the requirements of FISMA and report annually to OMB and Congress on the effectiveness of their security programs.

OBJECTIVE:

The audit objective is to conduct an independent evaluation of DNFSB's implementation of FISMA for FY 2017.

SCHEDULE:

Initiate in the 3rd quarter of FY 2017.

MANAGEMENT CHALLENGE 2:

Management of security over internal infrastructures (personnel, physical, and cyber security) and nuclear security.

Evaluation of Potential Compromise of Systems (Social Engineering)

DESCRIPTION AND JUSTIFICATION:

Effective security is multi-faceted and must include integrated protections provided by the various components of a defense-in-depth strategy. Recent examples, such as the OPM breach, where Federal agency and private corporate data becomes publicly available highlights the necessity to provide and ensure protections over an organization's security posture. Unless agency technical, management, and operation security controls work in concert, there is potential for an attacker to exploit a weakness in a faulty security construct. Accordingly, an organization's security posture is only as strong as its weakest link, which most often is the result of human error.

Social engineering seeks to exploit weaknesses in a facility's security posture in order to gain access to the facility and its information systems and data. Therefore, it is important for a government agency to identify its most critical personnel and operational weaknesses so that it may improve the mechanisms on which its security posture is dependent.

OBJECTIVE:

The audit objective is to assess the effectiveness and adequacy of the agency's measures used to protect the security and integrity of sensitive information technology systems and data.

SCHEDULE:

Initiate in the 3rd quarter of FY 2017.

MANAGEMENT CHALLENGE 2:

Management of security over internal infrastructures (personnel, physical, and cyber security) and nuclear security.

Assessment of DNFSB's Most Serious Management and Performance Challenges**DESCRIPTION AND JUSTIFICATION:**

In January 2000, Congress enacted the *Reports Consolidation Act of 2000*, which requires Federal agencies to provide an annual report that would consolidate financial and performance management information in a more meaningful and useful format for Congress, the President, and the public. Included in the Act is a requirement that, on an annual basis, IGs summarize the most serious management and performance challenges facing their agencies. Additionally, the Act requires that IGs assess their respective agency's efforts to address the challenges.

OBJECTIVES:

The audit objectives are to:

- Identify the most serious management and performance challenges facing DNFSB.
- Assess DNFSB's efforts to address the management and performance challenges.

SCHEDULE:

Initiate in the 3rd quarter of FY 2017.

MANAGEMENT CHALLENGES 1 THROUGH 4:

Addresses all of the management challenges.

Audit of DNFSB's Employee Concerns Program

DESCRIPTION AND JUSTIFICATION:

DNFSB's vision is to efficiently and effectively accomplish the safety oversight needed to provide timely advice to the Secretary of Energy in assuring public health and safety at DOE's defense nuclear facilities, exhibiting the highest standards of public service. One of the ways that DNFSB plans to fulfill this is through leadership and operational processes within an organizational culture that strives for the highest standards of integrity, efficiency, effectiveness, transparency, fiscal responsibility, and management proficiency. DNFSB employees are the foundation of this plan.

As such, addressing employee concerns is critical. Employee concerns can manifest in a number of ways and having policies and programs, such as an open door policy and differing views program, will help improve the alignment of human capital with the Board's mission, goals, and objectives. An effective employee concerns program will champion an open, collaborative working environment that encourages all employees to promptly voice differing views without fear of retaliation and offers advice and guidance to employees on the various ways to raise and pursue mission-related differing views.

OBJECTIVE:

The audit objective is to determine if DNFSB has an employee concerns program in place that helps it efficiently and effectively accomplish its safety mission.

SCHEDULE:

Initiate in the 4th quarter of FY 2017.

MANAGEMENT CHALLENGE 1:

Management of a healthy and sustainable organizational culture and climate.

**INVESTIGATIONS –
PRIORITIES, OBJECTIVES,
AND INITIATIVES FOR FY 2017**

INTRODUCTION

The Assistant Inspector General for Investigations (AIGI) has responsibility for developing and implementing an investigative program that furthers OIG's objectives. The AIGI's primary responsibilities include investigating possible violations of criminal statutes relating to DNFSB's programs and activities, investigating allegations of misconduct by DNFSB employees, interfacing with DOJ on OIG-related criminal matters, and coordinating investigations and OIG initiatives with other Federal, State, and local investigative agencies and other AIGIs.

Investigations covering a broad range of allegations concerning criminal wrongdoing or administrative misconduct affecting various DNFSB programs and operations. Investigations may be initiated as a result of allegations or referrals from private citizens; DNFSB employees; Congress; other Federal, State, and local law enforcement agencies; OIG audits; the OIG Hotline; and proactive efforts directed at areas bearing a high potential for fraud, waste, and abuse.

This investigative plan was developed to focus OIG investigative priorities and use available resources most effectively. It provides strategies and planned investigative work for FY 2017. The most serious management and performance challenges facing DNFSB, as identified by the IG, were also considered in the development of this plan.

PRIORITIES

The OIG estimates it will initiate approximately five investigations in FY 2017. Reactive investigations into allegations of criminal and other wrongdoing will claim priority on OIG's use of available resources. Because DNFSB's mission is to protect public health and safety, Investigations' main concentration of effort and resources will involve investigations of alleged DNFSB employee misconduct that could adversely impact public health and safety related matters.

OBJECTIVES

To facilitate the most effective and efficient use of limited resources, Investigations has established specific objectives aimed at preventing and detecting fraud, waste, and abuse as well as optimizing DNFSB's effectiveness and efficiency. Investigations will focus its investigative efforts in areas, which include possible violations of criminal statutes relating to DNFSB's programs and operations and allegations of misconduct by DNFSB employees.

INITIATIVES

- Investigate allegations that DNFSB employees violated governmentwide ethics regulations.
- Interact with public interest groups, individual allegeders, and industry workers to identify indications of lapses in DNFSB's regulatory oversight that could create safety and security problems.
- Maintain close working relationships with members of the intelligence community to identify and ameliorate vulnerabilities and threats to DNFSB employees and resources.
- Proactively review and become knowledgeable in areas of DNFSB staff emphasis to identify emerging issues that may require future OIG involvement.
- Take an aggressive stand to protect DNFSB's infrastructure against both internal and external computer intrusions by working in close coordination with DNFSB. This will include developing and disseminating information to assist in protecting DNFSB computer systems and aggressively pursuing suspected computer intrusion incidents.
- Attempt to detect possible wrongdoing perpetrated against DNFSB's procurement and contracting program. This will include periodic meetings between OIG and DNFSB management officials and a fraud awareness presentation by OIG special agents to DNFSB contract specialists, project managers, project officers, and other identified employees.
- Coordinate with DNFSB management officials in instances involving abuse of individual travel cards issued to agency employees as well as purchase cards issued for the procurement of supplies and equipment.
- Conduct fraud awareness and information presentations for DNFSB employees and external stakeholders regarding the role of the OIG.
- Investigate allegations of misconduct by DNFSB employees and contractors, as appropriate.

OIG Hotline

- Promptly process complaints received via the OIG Hotline. Initiate investigations when warranted and properly dispose of allegations that do not warrant OIG investigation.

Freedom of Information Act (FOIA) & Privacy Act

- Promptly process all requests for OIG information received under FOIA. Coordinate as appropriate with General Counsel to the IG and the FOIA and Privacy Section.

Liaison Program

- Maintain close working relationships with other law enforcement agencies, public interest groups, and the Congress. This will be accomplished through periodic meetings with pertinent congressional staff, public interest groups, and appropriate law enforcement organizations.
- Maintain a viable regional liaison program to foster a closer working relationship with DNFSB site offices.

ALLOCATION OF RESOURCES

Investigations undertakes both proactive initiatives and reactive investigations. Approximately 85 percent of available investigative resources will be used for reactive investigations. The balance will be allocated to proactive investigative efforts such as reviews of DNFSB contract files, examinations of DNFSB information technology systems to identify weaknesses or misuse by agency employees, reviews of delinquent Government travel and purchase card accounts, and other initiatives.

**ISSUE AREAS AND DESIGNATED
ISSUE AREA MONITORS**

ISSUE AREAS AND DESIGNATED ISSUE AREA MONITORS

Information Management

Kristen Lipuma
Beth Serepca

Nuclear Safety

Michael Blair
George Gusack
Sherri Miotla
John Thorp

Corporate Management

Jimmy Wong

**ABBREVIATIONS
AND ACRONYMS**

ABBREVIATIONS AND ACRONYMS

AIGA	Assistant Inspector General for Audits
AIGI	Assistant Inspector General for Investigations
CIGIE	Council of the Inspectors General on Integrity and Efficiency
DATA	Digital Accountability and Transparency Act
DOE	U.S. Department of Energy
DOJ	U.S. Department of Justice
DNFSB	Defense Nuclear Facilities Safety Board
FISMA	Federal Information Security Modernization Act
FOIA	Freedom of Information Act
FY	Fiscal Year
HCAAF	Human Capital Assessment and Accountability Framework
IAM	Issue Area Monitor
IG	Inspector General
NRC	U.S. Nuclear Regulatory Commission
OIG	Office of the Inspector General
OMB	Office of Management and Budget
OPM	Office of Personnel Management

Defense Nuclear Facilities Safety Board Shelter-in-Place (Active Shooter) Guidance

This guide is designed to assist Board employees and contractors in preparing to Shelter-in-Place during an Active Shooter scenario should the need arise. If you have additional questions, please feel free to contact Nate Melvin, Facilities Manager, at (b) (6) or (b) (6).

Shelter-In-Place Scenario: Shooter Not In Our Building.

1. Board employees, contractors, outside experts, and visitors will be informed via e-mail and PA system of an advisory from OPM or law enforcement.
2. Board employees, contractors, outside experts, and visitors will be asked to follow the directions of our building security force and emergency management personnel pertaining to Shelter-in-Place and leaving the building.

Shelter-In-Place Scenario: Shooter May Be In Our Building.

1. Board employees, contractors, outside experts, and visitors will be informed via PA system by any Board employee or contractor with credible knowledge of a shooter. Access the PA system using one of the **Red Emergency Telephones (PA system use only)** positioned at the following locations:
 - a) 8th floor – Board receptionist area nearest the main suite entry door
 - b) 7th floor – Room 7021 (commonly known as the Reading Room) next to Conference room 7019
 - c) 4th floor – Conference room 425
 - d) 3rd floor – Room 351 (commonly known as the Sound Room) within Conference room 352
2. To operate the **Red Emergency Telephones** simply pick up the receiver, press #10 and speak as calmly as possible about the basic facts (active shooter in the building, last known location, please shelter-in-place.)
3. Department of Homeland Security (DHS) **recommends calling 911** to report the emergency when you are safe. The building *security desk* telephone number is **(202) 737-8625**. Board employees and contractors should only attempt to contact the *security desk* if you believe the security force is unaware of the emergency and or you know the location of the active shooter.
4. Upon hearing the Shelter-in-Place announcement over the PA system, all Board staff, contractors, outside experts, and visitors will attempt to evacuate the building using the emergency stairwells. ***If you know that you are on the floor of the active shooter, you need to shelter-in-place at your present location and be prepared to take action against the***

Defense Nuclear Facilities Safety Board Shelter-in-Place (Active Shooter) Guidance

shooter. The Department of Homeland Security (DHS) recommends the following actions in the event you are confronted with an active shooter in your vicinity:

a) **Run**

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- **Call 911 when you are safe**

b) **Hide**

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

c) **Fight**

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions . . . your life depends on it

5. Board staff, contractors, outside experts, and visitors who choose to hide will remain in their respective location until law enforcement or emergency management personnel provide further guidance pertaining to the status of the incident. Additional information can be located at: <http://www.dhs.gov/active-shooter-preparedness>

Revised Oct 5, 2017

FLOOR WARDEN ASSIGNMENTS**3rd Floor (D Street)**

Primary: Jason Anderson

Alternate: Matt Forsbacka

3rd Floor (Indiana Ave)

Primary: Robert Oberrueter

Alternate: Christopher Scheider

4th Floor - (D Street)

Primary: John Pasko

Alternate: Matt Duncan

4th Floor - (Indiana Ave)

Primary: Eric Fox

Alternate: Casey Blaine

7th Floor- (D Street)

Primary: Vera Johnson

Alternate: Elizabeth Smith

7th Floor- (Indiana Ave)

Primary: Nate Melvin

8th Floor (Indiana Ave)

Primary: Donita Vines

Alternate: Rosa Wu

8th Floor (D Street)

Primary: Rich Tontodonato

Alternate: Ray Daniels

SHELTER IN PLACE:**COMMAND CENTER INSIDE OF THE FACILITY:**

Primary: Sound Room to 352

Alternate: 7th Floor Reading Room

EMPLOYEE GATHERING AREAS INSIDE OF THE FACILITY:

Primary: Public Conference Room 352

Alternate: VTC Room 425, (Non-weather) Conference Room 7019, (Weather related) 7th floor Kitchen, and Board Conf. Rm. 8066**COMMAND CENTER OUTSIDE OF THE FACILITY:**

Primary: Across the street next to statue Indiana Ave and 7th Street

Alternate: Navy Memorial fountain

EMPLOYEE GATHERING AREA OUTSIDE OF THE BUILDING:

After exiting the building, all employees should move away from the building and proceed to the

Primary rendezvous area: Park between Indiana Ave, Pennsylvania Ave and 7th Street.

In the event we cannot use primary rendezvous area, employees should proceed to Secondary rendezvous area: In front of Navy Memorial water Fountain.

Floor Wardens will notify the employees if it is necessary to use the alternate rendezvous area.

Floor Wardens will report to Facilities Specialist and or Security Specialist once floor occupants have relocated to rendezvous area.

Security & Facility Management Specialists will maintain direct contact with emergency response personnel and building engineers.



Document Tracking & Status

Recommendations Commitment Tracking

View current DNFSB Recommendations, track status of DOE responses and view archives of past recommendations.

DOE Letter Commitment Tracking

Keep track of pending letter commitments to DOE

Technical Documents Sent to the Board

View past and current technical documents sent to the Board from the Technical Staff.

Board Letter Process

How to get a letter signed out by the Board

Related Pages

[Document Tracking and Status Homepage](#)

[Recommendations Commitment Tracking](#)

[DOE Letter Commitment Tracking](#)

[Technical Documents Sent to the Board](#)

Websites

Department of Energy

- [Department of Energy Home \(energy.gov\)](#)
- [National Nuclear Security Administration](#)
- [DepRep to DNFSB](#)
- [Directives](#)
- [DOE Technical Standards Program](#)
- [DOE National Phone Directory](#)
- [Facility Representative Locator](#)
- [ORPS System \(secure\)](#)

Commuter Information

- [WMATA Metro](#)
- [VRE Trains](#)
- [MARC Trains](#)
- [Threat Advisory Status](#)
- [OPM Government Status](#)
- [Traffic Conditions](#)
- [Traffic Cameras](#)
- [Weather Forecast for DC](#)

Travel Sites

- [DOE Sites Travel Information](#)
- [FedRooms](#)
- [GSA Contract City-Pairs Fare Finder](#)
- [GSA Contract City-Pairs Fact Sheets](#)
- [GSA Domestic Per-Diem Rate Finder](#)
- [GSA Fed Travel](#)
- [MapQuest](#)
- [Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates](#)
- [Travel Card Training \(GSA\)](#)

Human Resources

- [BPD Customer Access Page](#)
- [NFC Employee Personal Page](#)
- [Thrift Savings Plan](#)
- [FSAFEDS \(Health/Dependent Care\)](#)
- [BENEFEDS \(Vision/Dental\)](#)
- [Long Term Care Insurance](#)
- [CHECKBOOK Tool](#)
- [FOH "WorkLife For You"](#)
- [USA JOBS](#)

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Documents

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Title	Type	Size	Updated	Download
Resident Inspector Weekly Report	DOCX	27.68 KB	15 Mar, 2018	
Monthly Site Report	DOCX	29.80 KB	15 Mar, 2018	
Staff Review Agenda	DOCX	30.53 KB	15 Mar, 2018	
Requisition Form_Updated 3.7.18	PDF	545.86 KB	07 Mar, 2018	
Request for Board Member Interaction or Briefing 421.3-1	PDF	183.71 KB	23 Feb, 2018	
Differing Professional Opinion Form – F-561.1-1	DOCX	20.86 KB	22 Aug, 2017	
Records Concurrence Form	DOCX	18.34 KB	09 Jan, 2018	
Group Weekly Report	DOCX	67.53 KB	25 Aug, 2017	
Draft Recusal Template 2017	DOCX	19.27 KB	30 Oct, 2017	
Foreign Travel Notification	PDF	832.69 KB	12 Jul, 2017	
Request For Classified Material 311.1-1	PDF	219.17 KB	03 Oct, 2017	
Reasonable Accommodation Request Form	PDF	51.11 KB		
Reasonable Accommodation Medical Consent Form	PDF	24.63 KB		
Staff Concurrence Form	DOCX	21.57 KB	08 Oct, 2013	
GS Supervisor Appraisal Document	PDF	463.15 KB	02 Sep, 2016	
GS Employee Appraisal Document	PDF	382.70 KB	02 Sep, 2016	
Fitness Membership Fee Reimbursement Program Agreement	PDF	69.32 KB	01 Mar, 2016	

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- [Memos](#)
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- [Draft Strategic Plan](#)
- [Staffing Plan](#)

Document Tags

- [Administrative](#)
- [Human Resources](#)
- [Technical](#)
- [Training](#)
- [Travel](#)

Title	Type	Size	Updated	Download
Executive Performance Agreement	PDF	591.10 KB	24 Aug, 2016	
Board Letter	DOCX	17.27 KB	01 Jun, 2016	
Issue Report	DOCX	20.78 KB	01 Jun, 2016	
Fitness Wellness Participation Agreement	PDF	35.69 KB	01 Mar, 2016	
DNFSB F-311.1-3 AUG2015	DOCX	16.78 KB	06 Aug, 2015	
Information Paper	DOCX	33.11 KB	16 Apr, 2015	
OGM Internal Records Concurrence Form	DOCX	25.47 KB	29 Sep, 2014	
Technical Staff Non-concurrence Record – F-542 1-8	DOCX	27.77 KB	18 Jul, 2014	
DNFSB Oversight Plan – Section Three – F-521 2-1c	DOCX	38.33 KB	02 Jul, 2014	
DNFSB Oversight Plan – Section Two – F-521 2-1b	DOCX	44.41 KB	02 Jul, 2014	
DNFSB Oversight Plan – Section One – F-521 2-1a	DOCX	30.48 KB	02 Jul, 2014	
Calculation Documentation Form - F-530.1-5A	DOCX	50.94 KB	06 Mar, 2014	
Calculation Verification Form - F-530.1-5B	DOCX	59.06 KB	06 Mar, 2014	
Calculation Comment Form - F-530.1-5C	DOCX	46.51 KB	06 Mar, 2014	
Information Request 311.1-5	DOCX	58.08 KB	06 Mar, 2014	
Mobile Device User Agreement	PDF	36.28 KB	01 Dec, 2013	
Individual Development Plan Form 171.1-4	PDF	199.80 KB	17 Nov, 2010	
Parking Application Form 213.2-1	PDF	507.84 KB	24 Apr, 2012	
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On July 17th, 2015 Dress Code Guidelines were established and published under of the Administration/Directives and Policy & Guidance Memos Tab at [Dress Code Policy Memo](#)

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DRWP Model Plan 508	PDF	153.44 KB	28 Mar, 2013	
PUBLIC LAW 100-71	PDF	21.12 KB	28 Mar, 2013	
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Handout National Resources	PDF	28.83 KB	22 Mar, 2013	
Self-Evaluation Exercise – Common Signs of Co-Dependency	PDF	29.77 KB	22 Mar, 2013	
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Providing independent oversight of all activities affecting nuclear safety within DOE's nuclear weapons complex.



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by Mark Welch | Feb 01, 2017

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**DEFENSE NUCLEAR FACILITIES
SAFETY BOARD**

Washington, DC 20004-2901



DEFENSE NUCLEAR FACILITIES SAFETY BOARD

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The Defense Nuclear Facilities Safety Board (DNFSB) is firmly committed to Equal Employment Opportunity (EEO). DNFSB provides equal opportunity in employment for its workforce and applicants for employment without regard to race, color, religion, sex (including gender identity, sexual orientation and pregnancy), national origin, age, disability, genetic information, political affiliation, and marital or parental status, including the provision of reasonable accommodations for qualified applicants and employees with disabilities or genetic information. Reprisal against those who initiate discrimination complaints, serve as witnesses, or otherwise oppose discrimination is strictly prohibited.

This policy applies to all management practices and employment actions, including but not limited to recruitment and hiring practices, appraisals, promotions and compensation, and training and career-development programs.

All employees share a responsibility for establishing a climate of equal opportunity and mutual respect. Each employee is expected to maintain a productive and non-discriminatory work environment and to treat all colleagues with respect and professionalism. Any employee who acts in a manner contrary to this policy will be subject to disciplinary action. In addition, managers and supervisors will be held accountable for their support of the DNFSB's EEO policy.

In furtherance of DNFSB's policy regarding Equal Employment Opportunity, DNFSB has developed a written Equal Employment Opportunity Program which sets forth the policies, practices and procedures that DNFSB is committed to in order to ensure that its policy of nondiscrimination is accomplished. This is available on the DNFSB Intranet for DNFSB employees and in the Division of Human Resources for inspection by any employee or applicant for employment upon request, during normal business hours. Interested persons should contact the Director of EEO.

In the event of a workplace dispute, I remind all managers, supervisors, and employees of the DNFSB's Alternative Dispute Resolution (ADR) Program. This program offers mediation, an informal, voluntary problem-solving process, where the parties voluntarily agree to attempt to resolve their differences with the assistance of a third party neutral (non-DNFSB employee). The rights of employees and management under ADR are the same as in the formal EEO process. When a dispute cannot be resolved through ADR, the aggrieved employee may pursue the complaint through the regular EEO process by filing a formal complaint. Under DNFSB's ADR program, an employee may seek to mediate the dispute any time.

Mutual respect for all and adherence to the principles of equal employment opportunity are not only bedrock principles of our country, but they also undergird the success of good government. We expect all managers, supervisors, and employees to carry out their duties according to the principles of this policy.

Joyce L. Connery


Signature

Chairman, Defense Nuclear Facilities Safety Board

June 29, 2016
Date



Emergency Preparedness



[Building Fire Evacuation Plan](#)



[The 625 Indiana Avenue Emergency Evacuation Plan Summary](#)



[Ward 6 Evacuation Route Map \(PDF\)](#)

This is the DC HSEMA Shelter and Evacuation Guide for Ward 6, the area where the Board is located, which contains an evacuation route map.

[National Capitol Region \(NCR\) DOE Facilities Emergency Procedures](#)

[Shelter-in-Place FAQ](#)

Introduces the concept of Shelter-in-Place and OPM's recommendations for how Federal Employees can best be prepared for a situation where it may be executed.

[Shelter in Place PowerPoint](#)

[DNFSB Active Shooter Guidance](#)

[Active Shooter What Can You Do PowerPoint](#)

[Active Shooter Pamphlet 508](#)

For additional information:

<http://www.dhs.gov/active-shooter-preparedness>

[Preparedness Plan for Pandemic Influenza \(PPPI\)](#)

This page contains links to external websites that provide valuable information regarding influenza pandemics.



[Hurricane, Earthquake, and Tornado Readiness: Are You Ready?](#)

An In-depth Guide to Citizen Preparedness (IS-22) is FEMA's most comprehensive source on individual, family, and community preparedness. The guide has been revised, updated, and enhanced in August 2004 to provide the public with the most current and up-to-date disaster preparedness information available.

- [Are You Ready Full Document \(PDF 21MB\)](#):

This document provides in-depth information on specific hazards including what to do before, during, and after each hazard type. The following hazards are covered: Floods, Tornadoes, Hurricanes, Thunderstorms and Lightning, Winter Storms and Extreme Cold, Extreme Heat, Earthquakes and more.

- [It's a Disaster! \(A Disaster Preparedness, Prevention and First Aid Manual\)](#)

This guide will assist you in reducing hazards, preventing injuries and reducing property damage.

[Continuity of Operations Plan \(COOP\) for the Defense Nuclear Facilities Safety Board](#)

Presents a management framework, establishes operational procedures to sustain essential activities if normal operations are not feasible and guides the restoration of the agency's full functions. The plan provides for attaining operational

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[Preparedness Plan for Pandemic Influenza \(PPPI\)](#)

[Responding to a Call In Bomb Threat](#)

[Shelter In Place FAQ](#)

[Useful Publications](#)

[Ward 6 Evacuation Route Map](#)

[National Capitol Region \(NCR\) DOE Facilities Emergency Procedures](#)

capability within 12 hours and sustaining operations for 30 days or longer in the event of a catastrophic event or a national security emergency affecting the Washington Metropolitan Area.

- [BLDG 625 Indiana Avenue Threat Assessment](#)
- [2014 MOU for COOP Site](#)
- [DNFSB MEFS Validation and Risk Assessment](#)

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- [Department of Energy Home \(energy.gov\)](#)
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Employee Information & Human Resources

Benefits, Pay & Leave

Access information relating to Health Insurance, Financial Benefits, Retirement, the Employee Personal Page, Pay schedules and many other resources.

Notices & Publications

Access all past HR announcements as well as the Employee Handbook and the USERRA notice.

- [Answers to Frequently Asked Questions \(FAQs\) about the Potential 2017 Shutdown](#)
Additional FAQs regarding procedural issues will be provided when/if necessary.
- [Office Closing Memorandum](#)
 - [OPM Dismissal and Closure Procedures](#)
- [Use or Lose Annual Leave Memorandum](#)
- [Leave Form SF-71 \(PDF\)](#)

Annual Employee Surveys

[Click here to view the current and past Employee Surveys](#)

Related Pages

- [Employee Info Homepage](#)
- [NRC-IG](#)
- [Benefits, Pay and Leave](#)
- [Employment Opportunities](#)
- [Notices and Publications](#)
- [Retirement and Financial Planning](#)
- [Video Library](#)
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Annual Employee Surveys

- 2017 Annual Federal Employee Viewpoint Survey
 - [Survey Results](#)
- 2013 Annual Federal Employee Viewpoint Survey
 - [Survey Results](#)
 - [Trend Report](#)
 - [Summary of the Results](#)
 - [DNFSB Employee Summary Feedback Results](#)
- 2012 Annual Federal Employee Viewpoint Survey
 - [Survey Results](#)
 - [Trend Report](#)
 - [Summary of the Results](#)
- 2011 Annual Federal Employee Viewpoint Survey
 - [Survey Results](#)
 - [Trend Report](#)
 - [Summary of the Results](#)
- 2010 Annual Federal Employee Viewpoint Survey
 - [Survey Results](#)
 - [Trend Report](#)
 - [Summary of the Results](#)
- 2009 Annual Employee Survey Results
 - [Survey Results](#)
- 2008 Federal Human Capital Survey
 - [Survey Results](#)
 - [Results Briefing](#)

Related Pages

[Notices and Publications Homepage](#)

[Scheduling Annual and Sick Leave](#)

[Employee Viewpoint Survey](#)

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Enabling Legislation & Federal Regulations

Enabling Statute of the Defense Nuclear Facilities Safety Board
42 U.S.C. §2286 , et seq.

Nuclear Protections and Safety Act of 1987
Senate Report 100-232

Data Quality Act
DNFSB Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Disseminated Information,
Pub. L. 106-554, App. C, Sec. 515 (2000).

Public Information and Requests
10 C.F.R. Part 1703

Government in the Sunshine Act
10 C.F.R. Part 1704

Privacy Act
10 C.F.R. Part 1705

Revision of Routine Uses of Privacy - Federal Register Notice dated October 16, 2008

DNFSB System of Records

Organizational and Consultant Conflicts of Interest
10 C.F.R. Part 1706

Touhy Regulations
(Testimony By DNFSB Employees and Production of Official Records in Legal Proceedings)
10 C.F.R. Part 1707

Procedures for Safety Investigations
10 C.F.R. Part 1708

Related Pages

[What You Should Know Homepage](#)

[Analysis of the Adequate Protection Standard](#)

[Board Authority to Issue Advice to the Secretary](#)

[Enabling Legislation and Federal Regulations](#)

[Requests to Sign Non-Disclosure Agreements](#)

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Ethics Office

<p><i>Designated Agency Ethics Official (DAEO)</i></p>	<p><i>Alternate DAEO</i></p>
	
<p>James P. Biggins</p>	<p>Joseph Gilman</p>

Related Pages

- [Legal Homepage](#)
- [Ethics Office](#)
- [What You Should Know](#)
- [OGC Staff](#)
- [Report Fraud, Waste, and Abuse](#)

Role of the DAEO and ADAEO

Role of Designated Agency Ethics Officials (DAEO)

The DAEO is the attorney designated by the Chairman to administer the DNFSB ethics program. In this regard, the DAEO provides legal counseling services for all employees concerning all ethics and standards of conduct matters, including post-employment and outside employment matters. The DAEO is also responsible for reviewing all financial disclosure reports, conducting training in standards of conduct matters, and maintaining a liaison with the U.S. Office of Government Ethics.

Important Ethics Information

- [Tax Season Reminder - March 2018](#)
- [Ethics Reminder & Lessons Learned from Recent Headlines - February 2018](#)
- [2017 Annual Ethics Training - Video](#)
- [2017 Annual Ethics Training - Slides](#)
- [Holiday Gift Reminder - 2017](#)
- [Draft Recusal Template 2017](#)
- [14 General Principles of Ethical Conduct](#)
- [Hatch Act restrictions](#)
- [Ethics Rules Regarding Seeking Employment](#)

[Standard of Ethical Conduct for Employees of the Executive Branch](#)

[New Supervisor Ethics Orientation](#)

[Political activities and federal employees](#) - Oct 25, 2016

[Inauguration 2017](#) - Jan 9, 2017

[Tax season reminder](#)

[Office of Government Ethics](#)

[Ethics Reminder: Widely Attended Gatherings](#)

For Ethics questions contact the DAEO or ADAEO:
202-649-7062 or ethics@dnfsb.gov

We are always available for your questions.

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In an effort to develop and reinforce leadership skills in its current and future leaders, the Defense Nuclear Facilities Safety Board (Board) is providing the opportunity for GS-13 through GS-15 employees and DN-III through DN-V employees to participate in the Excellence in Government Fellows (EIG) program. EIG, which is sponsored by the Partnership for Public Service, is a year-long program that meets the interagency training requirements for OPM-approved candidate development programs. Subject to budget constraints, employees who meet the eligibility and program requirements described below may be selected as the Board's nominees to the program.

If you are selected to become a Fellow, you will remain in your job on a full-time basis. You will meet with other program participants every 6 weeks and spend a total of 20 days in session throughout the year. You will attend seven classes, including sessions on each of the Executive Core Qualifications (ECQs), which are mandatory criteria for entry into the Senior Executive Service. With the exception of the first session (which is held in Williamsburg, VA), classes will be conducted in Washington, DC. Fellows are expected to spend approximately 5 hours per week on class projects. Class projects are expected to be completed during non-work hours unless your supervisor authorizes you to work on all or any part of the projects during regular work hours.

Applications to participate in the 2014-2015 EIG program must be submitted to the Partnership for Public Service by September 26, 2014. The cost per participant is \$9,900, plus travel.

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- [Employee Info Homepage](#)
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External Publications of Interest

Title	Type	Size	Updated	Download
RERF News and Views Vol 20 2009	PDF	1.10 MB	01 Jan, 2009	

Related Pages

- [Technical Homepage](#)
- [New Employees](#)
- [Professional Development Program](#)
- [DOE Directives Review](#)
- [Recommendations Leads \(PDF\)](#)
- [Document Tracking and Status](#)
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- [Will my M&IE allowance be reduced when complimentary meal\(s\) are provided by a common carrier or the hotel/motel?](#)
- [Are travelers on official Government business required to pay lodging taxes?](#)
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- [What is my liability if the selected mode of transportation is not used?](#)
- [If there is no contract fare available, can I choose whichever airline I want?](#)
- [Am I allowed to choose the airport of my departing flight at my official duty station and/or the airport at my TDY location if multiple options exist?](#)
- [Am I allowed to start and/or end my travel at a point other than my duty station?](#)
- [What is my liability if for personal convenience/preference, I use an indirect route or interrupt my travel by a direct route?](#)
- [What are the responsibilities of the traveler when extending and/or re-routing Government travel for personal reasons?](#)
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- [Why don't I receive my plane ticket when reservations are made?](#)
- [If I request and receive my ticket early for personal reasons \(e.g., upgrades\) and my travel changes, am I liable for re-issuance fees?](#)
- [Are Government Travelers Guaranteed a Seat Assignment When Booking Reservations or at Airport Check-in?](#)
- [Can My Seat Assignment Change?](#)
- [Will the Board reimburse me for a seat upgrade within coach?](#)
- [Can I Be 'Bumped' from My Flight?](#)
- [May I use promotional benefits or materials received from a travel service provider for my personal use?](#)
- [Am I allowed to keep any monetary compensation an airline gives me if it denies me a seat on a plane?](#)
- [Am I allowed to keep compensation an airline gives me for voluntarily vacating my seat when the airlines ask for volunteers?](#)
- [May I use frequent flyer miles for my personal use?](#)
- [May I use frequent traveler benefits to upgrade my transportation?](#)
- [The rental car company included a service charge for adding my frequent flyer airline account number to my car rental account \(so I get additional frequent flyer miles based on the car rental\). Is this service charge reimbursable?](#)
- [Will I be reimbursed if I park my personally owned vehicle \(POV\) at the airport?](#)
- [May I be reimbursed for round trip use of my POV instead of a taxi for transportation to and from the airport?](#)
- [When may I use a rental vehicle?](#)
- [Why wasn't my car rental reservation made with the company I indicated as my preferred choice on the advance travel notification?](#)
- [May I be reimbursed for the cost of collision damage waiver \(CDW\) or theft insurance?](#)
- [May I be reimbursed for personal accident insurance?](#)
- [How do I receive cash to pay for travel related expenses which, as a general rule, cannot be charged?](#)
- [Is there a maximum amount that I can withdraw at an ATM?](#)
- [Are the ATM withdrawal fees reimbursable?](#)

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[CONCUR Procedures](#)

[Travel Websites](#)

[Frequently Visited Destinations 2017](#)

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[Internal Travel Process](#)

[Travel Forms](#)

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- [Must I provide receipts to substantiate my claimed travel expenses?](#)
- [Can I be reimbursed for laundry?](#)
- [Will I be reimbursed for phone calls made to my family while on official government travel?](#)
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- [What expenses will the Board pay for handling/checking of my baggage?](#)
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- [Can the Board accept payment from a non-Federal source for travel expenses?](#)
- [Who must review the request for non-Federal sponsorship?](#)
- [What additional information is needed on the Advance Travel Notification and the Travel Authorization?](#)
- [Who approves non-Federal sponsored travel?](#)
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- [Must I submit a Travel Voucher when a non-Federal sponsor pays all or part of my travel expenses?](#)

Travel FAQ

How do I make my travel arrangements?

It is mandatory to use the Board's travel coordinator to make transportation reservations. You may not select your own travel service provider. Specific instructions are in the Board's Internal Travel Procedures.

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Can I book my travel several months ahead?

Yes, except when it crosses fiscal years. Reservations for travel starting in the succeeding fiscal cannot be made until GSA 1) awards the contract carrier contracts and 2) prescribes the fiscal year per diem rates, which generally occurs in mid-September of each year.

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Must I use the Government travel card to pay for official travel expenses?

Yes, it is mandatory to use the Government travel card unless the vendor does not accept the Government travel card or you have been granted an exemption.

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Are there any classes of employees automatically exempt from the mandatory use of the Government travel card?

Yes, the Administrator of GSA has exempted the following from mandatory use of the card:

- Employee who has an application pending for the Government travel card;
- Individuals traveling on invitational travel
- New appointees
- Employees who travel 5 times or less a year.

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Must I have a written Travel Authorization (TA) before starting my travel?

Generally, you must have written or electronic authorization prior to incurring any travel expense. If it is not practicable or possible (e.g., emergency declaration due to incident of national significance) to obtain such authorization prior to travel, the Board can approve a specific authorization for reimbursement of travel expenses after travel is completed. If a verbal authorization has been granted in an emergency situation, it must be followed up with a written authorization.

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When must I submit my travel claim?

You must submit your travel claim within 5 working days after completion of your trip. If you are on extended travel, you should submit a travel claim every 30 days.

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Can I earn compensatory time off for travel?

Compensatory time off for official travel can be earned for the time that: (1) an employee actually spends traveling between the official duty station and the temporary duty station (TDY), plus usual waiting time that precedes or interrupts such travel; and (2) occurs outside the employee's approved working hours. For more information on the rules and procedures for Comp Time for Travel, see the [Board's Intranet Page](#). Requests for comp time for travel must be included on the TA and be approved by the supervisor before the trip.

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How is my maximum per diem rate determined?

Your TDY location determines your maximum per diem reimbursement rate. You can view GSA per diem rates for all locations through the [Board's intranet page under Travel Websites](#). There is also a reference for frequently visited cities.

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Why must I pay a lodging overage?

Per the Federal Travel Regulation, the Board may only reimburse lodging expenses (excluding taxes) up to the maximum rate prescribed by GSA for the official temporary duty (TDY) location. If suitable lodging at per diem is available but the traveler chooses to stay in lodging where the rate is higher than the authorized rate, he/she will only be reimbursed the authorized rate plus taxes based on the per diem rate. If suitable lodging at per diem is not available, the traveler can request that actual expenses be authorized. This request must include a justification for the higher rate and must be approved by the Chairman on the travel authorization prior to the trip. If approved, the traveler will be reimbursed for the higher authorized rate including applicable lodging taxes.

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What is my meals and incidental expense (M&IE) allowance?

For travel more than 12 hours, but less than 24 hours - 75% of the applicable M&IE rate for each calendar day you are in travel status

For Travel more than 24 Hours:

Day of Departure	75% of the applicable M&IE Rate
Full Days of Travel	100% of the applicable M&IE rate
Last Day of Travel	75% of the applicable M&IE rate

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How is the applicable M&IE rate determined?

- If your travel requires lodging, you will be paid the rate for your TDY location.
- If your travel does not require lodging and
 - travel is more than 12 hours but less than 24 hours, you will be paid the rate for the TDY location or the highest rate when multiple locations are involved.
 - travel is 24 hours or more and you are traveling to a new TDY location or stopover point at midnight, you will be paid the rate for the new location or stopover.
 - travel is 24 hours or more and you are returning to your official duty station, you will be paid the rate applicable to the previous day of travel.

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When attending training and conferences will my M&IE rate be reduced when meals (Continental Breakfast/Breakfast, Lunch, Dinner) are included in the registration fee?

Yes, your M&IE allowance will normally be adjusted for a meal(s) furnished to you by deducting the applicable meal(s) allowance. The breakout of the total M&IE allowance by meal and incidentals is shown in Section 301-11.18 of the Federal Travel Regulation (FTR) and on the Frequently Visited Destinations page on the Board Intranet. Exceptions apply for medical requirements, religious beliefs, or if you are unable to take part in a furnished meal due to official business conduct. See Part I-C.20 of the Board's *Official Travel Operating Procedures* for more information.

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Will my M&IE allowance be reduced when complimentary meal(s) are provided by a common carrier or the hotel/motel?

No, complimentary meals provided by a common carrier or hotel/motel will not reduce your M&IE.

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Are travelers on official Government business required to pay lodging taxes?

Yes, unless exempted by the State or local jurisdiction. Lodging facilities are not required to accept State, local or generic federal tax exempt certificates. Exemptions and exemption certificates from taxes vary from state to state. You can visit [GSA's State Tax Exempt Forms Library](#) to see if a particular state offers a lodging tax exemption.

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Will I be reimbursed for taxes on lodging?

Yes, lodging taxes are reimbursable as a miscellaneous travel expense. If you choose to stay at a hotel that is over per

diem, you will only be reimbursed the amount of tax that you would have paid on the maximum authorized lodging rate.

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How is travel routed?

Travel is routed by the usually traveled route unless the Board authorizes or approves a different route as officially necessary.

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Must I use a contract city-pair fare?

You must use a contract city-pair fare if you are a civilian employee of an agency, unless one or more of the following conditions exist(s):

1. Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip;
2. The contractor's flight schedule would interfere with the traveler's need to participate in other Board business;
3. A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses;

Note to paragraph (3): This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is restricted to Government and military travelers on official business and may only be purchased with a Government travel card, or centrally billed account.

4. Rail service is available and such service is cost effective and consistent with mission requirements; or
5. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to you.

Note: When several of the Board Members and accompanying staff are traveling to the same location, the use of multiple carriers, to include non-contract carriers, is justified to ensure continuity of operations.

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What is my liability if the selected mode of transportation is not used?

You will be responsible for any additional expenses incurred if using a mode of transportation other than that authorized by the Board.

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If there is no contract fare available, can I choose whichever airline I want?

If several airlines offer the same service at different fares between the same points for the same type of accommodations, you must use the lowest cost service unless the Board determines that the use of higher cost services is more advantageous to the Government.

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Am I allowed to choose the airport of my departing flight at my official duty station and/or the airport at my TDY location if multiple options exist?

Yes, as long as the choice is reasonable in cost. The Board has established a \$200 airfare cost differential as a threshold for the Division of Acquisition and Finance (DAF) to conduct a reasonableness review, to include evaluating the "true" cost differential. As part of the review, DAF will factor in all direct and indirect costs (e.g., direct costs such as additional mileage to a farther airport and indirect costs such as the additional employee travel time to the farther airport (using a single standard hourly rate based on average of all Board employees)). If the "true cost" of using an alternative airport is at least \$200 lower, reservations will be made from/to that airport rather than the requested airport. Any exceptions to this policy must be justified on a case-by-case basis and approved by the General Manager.

Note: Travelers are not required to travel outside normal duty hours solely for the purpose of getting to a more distant departing airport with a cheaper flight. Also, if a traveler claims work requirements do not allow for additional travel time to a more distant airport (if still within normal duty hours), an explanation will be added as a remark under the travel authorization for the supervisor's verification.

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Am I allowed to start and/or end my travel at a point other than my duty station?

Yes, but you may be responsible for excess costs:

1. You cannot normally start your travel at a point other than your official duty station for personal convenience. Exceptions may be approved on a case-by-case basis by the General Manager (or the Chairman for Board members) when it is advantageous to the agency (e.g., it results in lower costs, urgency). If approved, the Board will issue the ticket and you

may be responsible for any difference (i.e., increase) in fares between the two locations (i.e., from the traveler's chosen starting point to the TDY location and return to the official duty station versus roundtrip from the official duty station to the TDY location).

2. If you choose to end your official travel at a location other than your official duty station (i.e., travel on to a personal destination from which you will return home), the Board can only issue a round-trip ticket to and from your official TDY location. If the airline will exchange your official Government ticket to include the side trip to your personal destination before returning to your official duty station, you may exchange the ticket and pay the difference based on a fare other than the contract city-pair fare. If the airlines will not exchange the ticket, you will be responsible for purchasing your own ticket to your personal destination as well as your return ticket to your official duty station, in which case you will be reimbursed up to what the return fare would have cost the Board. If you do exchange the ticket and your official travel is re-scheduled or cancelled, you are responsible for reimbursing the Board the full cost of the official Government ticket. You cannot use the contract city-pair fares for these personal tickets, nor can you use the Government travel card to pay for personal tickets.
3. If (under any scenario) you must purchase your own tickets (e.g., travel from one TDY location to another is approved after hours due to an urgent or compelling reason), receipt(s) for the ticket(s) you purchased must be submitted with your travel claim. The Board will reimburse you the actual cost of the ticket(s) not to exceed what the Board would have paid for your return from your TDY location.
4. If the Board interrupts your vacation to send you on TDY, the Board will either require you to return to your official duty station (from which a round-trip ticket for official travel will be issued), or issue you a ticket from your vacation point to your TDY destination and return (to either your vacation point or your official duty station), whatever is most advantageous to the Board when considering cost and inconvenience to the employee, as determined by the General Manager (or the Chairman for Board members).
5. If the Board sends you on TDY during a period for which you have approved leave and have already made vacation accommodations, the Board may (in lieu of cancelling leave) issue you a ticket from your vacation point to your TDY destination and return (to either your vacation point or your official duty station). You must submit proof that accommodations were purchased prior to the TDY being scheduled in order for this deviation (from your official duty station) to be considered for approval by the General Manager (or the Chairman for Board members).

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What is my liability if for personal convenience/preference, I use an indirect route or interrupt my travel by a direct route?

You will be responsible for costs that exceed the cost of travel by a direct route on an uninterrupted basis. You will be issued a ticket for the route you should be traveling; the Board will not issue a ticket for the personal part of your trip. If you exchange the ticket, you must pay the airline directly for any additional costs based on coach fare for the personal travel. The Government travel card cannot be used for these costs since you are not authorized to use the contract city-pair fares for personal travel. If the cost of an exchanged ticket is less, the centrally billed account must be credited.

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What are the responsibilities of the traveler when extending and/or re-routing Government travel for personal reasons?

Your reimbursement will be limited to the cost of travel by a direct route or on an uninterrupted basis. You will be responsible for any additional costs. Examples are listed below.

- **Airfare** - You are responsible for any additional costs resulting from changing dates and/or re-routing.
- **Lodging** - You are responsible for any costs beyond your official duty. You may accept the Government rate as long as the hotel allows it once your official travel is completed. You do not have to split payment of the hotel bill between your government travel charge card and your personal card.
- **M&IE** - You will be reimbursed for meals and incidental expenses based on your official travel dates.
- **Rental Car** - You can use the vehicle for personal use during the period of extension, but you will be responsible for any additional costs for such use. Also, you will not be covered by the Government insurance during that time. Liability for any accident will fall on you and your private insurance company. While the rental car company may extend the government rate for your personal use, the Board's policy is to ask for separate invoices - one for the official use of the vehicle and one for your personal use of the vehicle, if practical.

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If I extend my travel for personal reasons over a normal work day that would have been my travel day, am I required to take leave?

Yes, if it is a normal work day for you, you must either be working or traveling. All leave must be noted on the travel authorization.

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Why don't I receive my plane ticket when reservations are made?

The Board incurs a processing charge for each ticket issued. Because travel plans and/or itineraries often change after the initial reservation, the Board's policy is to normally issue the ticket the Thursday before actual travel so as to avoid multiple

ticketing fees for the same trip. Tickets will be issued early if necessary to make seat assignments (which is generally only an issue for non-contract flights).

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If I request and receive my ticket early for personal reasons (e.g., upgrades) and my travel changes, am I liable for re-issuance fees?

You will be liable if it is determined that the re-issuance fee is a result of personal preferences (e.g., upgrades, specific seats) and could have otherwise been avoided (i.e., did the traveler unnecessarily or solely for personal reasons cause the Government to incur an extra expense). This issue will be decided on a case-by-case basis by the Director, Acquisition and Finance. The Division of Acquisition and Finance can provide specific guidance for your situation.

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Are Government Travelers Guaranteed a Seat Assignment When Booking Reservations or at Airport Check-in?

No. Under the City-Pair Program, the Government (i.e., GSA) contracts for commercial airline services. Government travelers are subject to the same terms/conditions as an airline carrier's normal commercial customer. Government travelers, by contract, are guaranteed an available coach seat on a city-pair flight for booking purposes, but not an actual assigned seat. Seat assignments are under the discretion of the carriers.

Note: Many airline carriers withhold a certain percentage of their seats from being assigned until airport check-in. It is important to make reservations early in order to get the best seat available at the time of booking. If a seat assignment for any seat is not allowed at the time of booking (i.e., the Board's travel agent will check for all seats if traveler's seat preference(s) are not available), the agent will notify the traveler when the itinerary is provided (also the seat assignment field on the itinerary will state "airport check-in" or something similar in lieu of a seat number). The travel agent will also check availability again at the time of ticketing and obtain a seat assignment if possible. If not possible, travelers without a seat assignment should get to the airport earlier than they might normally to check in, or check in online as soon as possible if that feature is offered by the airline.

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Can My Seat Assignment Change?

Yes, seat assignments may change at the discretion of the carrier when there is a change of equipment (i.e., type of aircraft) or a need to accommodate a family, group or disabled person.

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Will the Board reimburse me for a seat upgrade within coach?

Some airlines have programs (e.g., "Coach Plus", "Preferred Coach") under which a passenger may obtain for a fee a more desirable seat within the coach cabin. These upgrades or preferred seat choices are generally available at the kiosk or gate, or as a frequent flyer benefit. The Board will reimburse travelers fees to upgrade from a middle seat to an aisle or window seat within coach up to \$50 per destination, plus \$25 for each hour (or portion thereof) of flight time greater than 2 hours (e.g., a three and a half hour flight would be reimbursed up to \$100). Reimbursement will only be made for an upgrade from a middle seat and must be supported by a payment receipt.

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Can I Be 'Bumped' from My Flight?

Yes, Government travelers are subject to the same terms/conditions as a carrier's normal commercial customer, and can be bumped irrespective of whether they have a seat assignment.

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May I use promotional benefits or materials received from a travel service provider for my personal use?

Yes, if such items are obtained under the same conditions as those offered to the general public and at no additional cost to the Government.

However, if such items are received in connection with your planning and/or scheduling an official conference or group travel (as opposed to performing official travel yourself), you may only accept the benefits or materials on behalf of the Federal Government, and they become Government property.

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Am I allowed to keep any monetary compensation an airline gives me if it denies me a seat on a plane?

No, if you are performing official travel and a carrier denies you a confirmed reserved seat on a plane, you must give the Board any monetary payment you receive for liquidated damages. You must ensure the carrier shows "Treasurer of the United States" as payee on the compensation check. You must forward the payment to the Division of Acquisition and

Finance.

Note: You can accept a food or hotel voucher that can only be used by you at that particular point in time while waiting for a replacement flight.

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Am I allowed to keep compensation an airline gives me for voluntarily vacating my seat when the airlines ask for volunteers?

Yes, if the following conditions apply:

1. It will not interfere with performing your official duties; and
2. Any additional travel expenses (including per diem) incurred as a result of vacating your seat will be paid by you and not reimbursed; but

If volunteering delays your travel during duty hours, the Board will charge you with annual leave for the additional hours.

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May I use frequent flyer miles for my personal use?

Yes, you may use frequent flyer miles earned on official travel for your personal use. It is your responsibility to establish your frequent flyer account with the service provider. Any associated costs will be a personal expense and will not be reimbursable.

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May I use frequent traveler benefits to upgrade my transportation?

Yes. If you have a frequent flyer account and choose to use your miles earned to grade to first-class, you do not need prior approval. The Board will issue your ticket using the contract city-pair fare and you will have to exchange it. If you receive your ticket early so that you can exchange it for an upgrade, you will be responsible for any additional fees due to the Board reissuing your ticket (change of date, flight, etc.).

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The rental car company included a service charge for adding my frequent flyer airline account number to my car rental account (so I get additional frequent flyer miles based on the car rental). Is this service charge reimbursable?

No. Since frequent flyer miles belong to the employee and not the Government, it is not a reimbursable expense.

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Will I be reimbursed if I park my personally owned vehicle (POV) at the airport?

Yes; however, reimbursement will be limited to daily or economy parking garages or the cost of taxi fare to/from the airport, whichever is less. Applicable rates for parking garages in the Washington, DC Metropolitan Area are listed below:

1. Ronald Reagan Washington National Airport (DCA) - Daily or Economy
2. Washington Dulles International Airport (IAD) - Daily or Economy (Long-Term)
3. Baltimore/Washington International Thurgood Marshall Airport (BWI) - Daily, Express (ESP), or Long-Term (formerly Satellite)

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May I be reimbursed for round trip use of my POV instead of a taxi for transportation to and from the airport?

Yes, you will receive round trip reimbursement on a mileage basis plus other allowable costs for travel to/from the airport. The amount of reimbursement for the round trip cannot exceed the taxi fare (plus tip up to 15%) for a one-way trip. The mileage chart is located on the Board's intranet page under Acquisition, Finance, and Travel.

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When may I use a rental vehicle?

Site Visits - The Board has made the determination that a rental car will always be justified when traveling to the defense nuclear sites (i.e., SRS, Hanford, etc.) due to the geographical locations of the sites. You should be prudent in the number of cars requested based on the number of persons traveling.

1. Training, Conferences, Workshops, etc - Rental cars are not usually authorized when the duty being performed is in

the same facility or in proximity of the lodging location. For these purposes, the Board will authorize/approve a rental car on a case-by-case basis.

Note: When requesting a rental car for other than a site visit, justification is required on the "Advance Notification of Travel" and must be shown on the TA.

2. **In lieu of airfare** - Rental cars may be authorized as the primary mode of transportation in lieu of airfare when it is cost effective for the government, not to exceed the total constructive cost of the common carrier plus per diem.

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Why wasn't my car rental reservation made with the company I indicated as my preferred choice on the advance travel notification?

If there is another company with lower rates that results in a lower total cost of more than \$100 for the trip in question, the Board's policy is to make the reservation with the alternative company. The exceptions are if the company is not located at the destination airport (Board policy is not to use car rental companies that require a shuttle to an off-site location) or there are documented problems with the company at that location. If the traveler believes that the use of the preferred company is otherwise justified (e.g., express check-in can be utilized with the preferred company (saving staff time) that is not otherwise available from the alternative company), he/she should provide the reasoning to the travel agent who will refer to the matter to a member of the Division of Acquisition and Finance staff for consideration.

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May I be reimbursed for the cost of collision damage waiver (CDW) or theft insurance?

No, you will not be reimbursed for CDW or theft insurance for travel within CONUS because:

1. The Government is self insured;
2. Full coverage insurance for damages resulting from an accident while performing official travel is included in the Government contract for rental cars; and
3. You may be reimbursed for any deductible amount you paid if the damage occurred while performing official business.

Exception: CDW or theft insurance costs will be reimbursed when traveling outside CONUS when such insurance is necessary because the rental or leasing agency requirements, foreign statute, or legal procedures could cause extreme difficulty for an employee involved in an accident.

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May I be reimbursed for personal accident insurance?

No, it is a personal expense.

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How do I receive cash to pay for travel related expenses which, as a general rule, cannot be charged?

You can use your Government travel card to withdraw cash at an ATM machine. Since you will be required to pay for this ATM withdrawal as part of your monthly travel card bill, you should not deduct the amount from your claim for reimbursement.

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Is there a maximum amount that I can withdraw at an ATM?

Yes, the Board has established a maximum amount of \$100 per trip (based on a week). If your TDY is expected to last 2 weeks, you can withdraw \$200. Should there be unusual circumstances where the Government travel card is not accepted, and you must pay cash for official travel related expenses, a larger amount may be authorized/approved. Payment of conference/training registration fees would fall under this circumstance.

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Are the ATM withdrawal fees reimbursable?

Yes. Transaction fees for use of automated teller machines (ATMs) are reimbursable only when using the Government travel card. There are two (2) fees: 1) Bank fees for use of their ATM (which vary by bank) and 2) a Citibank fee (1.25% of the withdrawal) which appears on your Citibank statement.

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Must I provide receipts to substantiate my claimed travel expenses?

Yes, receipts are required for:

1. Common carrier transportation;

2. Lodging and taxes, to include energy surcharge and lodging resort fee(s) (when such fee(s) is/are not optional);
3. Rental car expense;
4. Transportation charges for authorized excess baggage; and checked baggage fees (checked baggage fees under \$75 do not require a receipt if charged to the traveler's Government issued travel card);
5. Laundry, when authorized;
6. Official telephone calls/service, faxes, internet service, and "authorized call(s) home" (type of call must be noted on travel voucher);
7. Services of guides, interpreters, and drivers;
8. Services of an attendant while traveling with an employee with special needs;
9. Services of typists, data processors, and stenographers;
10. Use of computers, printers, fax machines, and scanners;
11. Storage of property used on official business;
12. Hire of conference center room or hotel room for official business;
13. Conference/training registration fees;
14. Necessary reimbursable expenses for preparation of overseas travel; and
15. All other travel related expenses over \$75.

If a receipt cannot be obtained, the reason must be fully explained on your travel claim. Mere inconvenience will not be accepted. (FAX or electronic copies of receipts are acceptable.)

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Can I be reimbursed for laundry?

Yes, if you have at least four consecutive nights of lodging while on official TDY. The total cost cannot exceed \$10 per full day of travel while on official business, unless otherwise approved for unusual circumstances. If you depart early or return late for personal reasons, those days will be excluded from the overall count.

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Will I be reimbursed for phone calls made to my family while on official government travel?

Yes, if you are traveling for more than one day you are authorized to place and be reimbursed for calls home if you do not have a Board issued cell phone or Blackberry that can be used. If you do not have a receipt showing your phone calls when preparing your travel voucher, you should submit the voucher without the phone calls. You can later amend your voucher, attaching the appropriate receipts/documentation.

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Is there a limit to the amount I can be reimbursed for phone calls home?

Yes. The Board will authorize reimbursement for the actual cost of calls home not to exceed \$6.00 per day without regard to the number of calls or the dates of the calls. If you choose to make one call home during the trip as opposed to one call each day, you can be reimbursed for the actual cost not to exceed the established limit of \$6.00 per day times the number of days on official travel. For example, if you are on a 3 day trip, you would be entitled to claim actual amounts for calls home up to a total of \$18.00 - this amount could be spent on one (1) call or several calls.

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What expenses will the Board pay for handling/checking of my baggage?

The Board will not pay for the handling of your personal baggage (included in the M&IE); however, you will be reimbursed for the following expenses if they are incurred:

1. Transportation charges for excess baggage when authorized on the TA;
2. Necessary charges for transferring official baggage (e.g., recruitment display);
3. Necessary charge for storage of official baggage when such charges are the result of official business;
4. Charges for checking official baggage;
Charges (if applicable) for checking one piece of personal baggage (i.e., first bag fee) per week of official travel (charges for checking a second piece of personal baggage (i.e., second bag fee) for official travel not exceeding one week will be considered on a case by case basis);
5. Charges or tips at transportation terminals for handling official baggage carried by the traveler.

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Will I be reimbursed for tips and gratuities?

The Board will reimburse your actual costs for taxi or shuttle tips up to 15% of actual fare. In the case of courtesy transportation service, the Board will allow a \$2.00 tip.

You will not be reimbursed for other tips (e.g., fees and tips given to porters, baggage carriers, bellhops, hotel maids). These expenses are included in your M&IE.

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Can the Board accept payment from a non-Federal source for travel expenses?

The Board can accept payment from a non-Federal source for travel, subsistence and related expenses when an employee on official travel attends a meeting relating to the official duties of the employee. (A 'non-Federal source' is any person or entity other than the Government of the United States, such as a university or a conference vendor.) However, the traveler cannot solicit payment of travel expenses to attend a meeting, and the non-Federal sponsorship must not violate conflict of interest rules.

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Who must review the request for non-Federal sponsorship?

The Office of the General Counsel (OGC) must review all requests for non-Federal sponsorship to determine if accepting sponsorship from the non-Federal source violates any ethics rules or conflicts of interest.

Note: OGC must submit a semi-annual report of non-Federal sponsored travel to the Office of Government Ethics (OGE), to include all expenses paid by a non-Federal sponsor. OGC may recommend that, while acceptance from a non-Federal source is permissible, it is in the interest of the agency to deny or limit the sponsorship.

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What additional information is needed on the Advance Travel Notification and the Travel Authorization?

The Advance Travel Notification must include the name of the non-Federal source and the monetary value and type of travel benefits they have offered to pay. The amounts to be paid by the non-Federal sponsor must also be specified on the Travel Authorization. The Travel Authorization must also include language in the Remarks section that OGC has reviewed the request for non-Federal sponsorship and found no ethics or conflict of interest issues.

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Who approves non-Federal sponsored travel?

The Chairman must approve all non-Federal sponsored travel in advance of the trip.

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What forms of payment may the Board accept for non-Federal sponsored travel?

The Board may accept payments other than cash (i.e., in kind) for all or part of official travel expenses. The non-Federal sponsor may pay directly for transportation, lodging, or related expenses, or may reimburse the Board for costs incurred by the traveler. If paying by check or similar instrument, monetary payment must be made payable to the Board. In no circumstances is an employee allowed to receive direct reimbursement from the non-federal sponsor.

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Must I submit a Travel Voucher when a non-Federal sponsor pays all or part of my travel expenses?

Yes, a Travel Voucher must be prepared even if all expenses were paid by the non-Federal sponsor for recordkeeping and as a basis of the semi-annual report to OGE. You must submit receipts for all categories of expenses that normally require receipts (e.g., lodging, airfare, car rental, baggage fees) even if the non-Federal sponsor has paid the expenses directly. You may also include additional reimbursable expenses not paid by the sponsor.

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Department of Energy

- [Department of Energy Home \(energy.gov\)](#)
- [National Nuclear Security Administration](#)
- [DepRep to DNFSB](#)
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Filing of Federal and State Taxes

One of our basic obligations as Federal employees under the Standards of Ethical Conduct is to satisfy, in good faith, our obligations as citizens. This includes satisfying all of our financial obligations, especially those such as Federal and State taxes that are imposed by law. If the public perceives that Federal employees do not maintain the highest level of tax compliance, public confidence in the government will suffer.

The rate of Federal income tax compliance amongst Federal employees is better than that of the general public with an average delinquency rate of 3.8%. The Commissioner of the Internal Revenue Service recently reported that employees of the Defense Nuclear Facilities Safety Board are among the most tax-compliant employees in the Federal government with a zero percent delinquency rate. This is a noteworthy achievement of which we should all be proud.

As we near the end of the tax filing season, please again recognize our obligations as Federal employees to preserve the public trust in the Government, to satisfy our obligations as citizens, and to honor the integrity of our agency.

Rick Schapira
Deputy General Counsel and
Designated Agency Ethics Official

Related Pages

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[Analysis of the Adequate Protection Standard](#)

[Board Authority to Issue Advice to the Secretary](#)

[Enabling Legislation and Federal Regulations](#)

[Requests to Sign Non-Disclosure Agreements](#)

[How Laws Affecting the Board Are Made](#)

[Filing of Federal and State Taxes](#)

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Year : 2016 (2)				
Year : 2015 (11)				
Year : 2014 (6)				
Year : 2013 ()				
Year : 2012 (12)				
Year : 2011 (12)				
Year : 2010 (12)				
Year : 2009 (12)				
Year : 2008 (2)				



FOIA

Access all FOIA processes on this page, sorted by date descending.

Title	Type	Size	Updated	Download
How To Respond To An Initial FOIA Request	PDF	34.15 KB	05 Mar, 2020	
DNFSB FOIA Processing Checklist	PDF	105.07 KB	01 Mar, 2016	
FOIA Search Document	PDF	125.23 KB	01 Mar, 2016	

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Application for Participation in the Transportation Fringe Benefit Program Form 213.2-1	PDF	164.27 KB	24 Apr, 2012	
Calculation Comment Form - F-530.1-5C	DOCX	46.51 KB	06 Mar, 2014	
Calculation Documentation Form - F-530.1-5A	DOCX	50.94 KB	06 Mar, 2014	
Calculation Verification Form - F-530.1-5B	DOCX	59.06 KB	06 Mar, 2014	
Certification of Directives and Operating Procedures 422.2-1	PDF	57.94 KB	12 Jan, 2009	
Classified Document Receipt Form 311.1-4	PDF	70.59 KB	16 Apr, 2009	
Comp Time for Travel Worksheet 221.1-3	PDF	56.23 KB	26 Feb, 2009	
Differing Professional Opinion Form – F-561.1-1	DOCX	20.86 KB	22 Aug, 2017	
DNFSB F-311.1-3 AUG2015	DOCX	16.78 KB	06 Aug, 2015	
DNFSB Oversight Plan – Section One – F-521 2-1a	DOCX	30.48 KB	02 Jul, 2014	
DNFSB Oversight Plan – Section Two – F-521 2-1b	DOCX	44.41 KB	02 Jul, 2014	
DNFSB Oversight Plan – Section Three – F-521 2-1c	DOCX	38.33 KB	02 Jul, 2014	
DN-II Performance Plan	PDF	458.84 KB	29 Jul, 2011	

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DN-III Performance Plan	PDF	454.81 KB	29 Jul, 2011	
DN-IV Performance Plan	PDF	455.54 KB	29 Jul, 2011	
DN-V Performance Plan	PDF	566.94 KB	29 Jul, 2011	
Executive Performance Agreement	PDF	591.10 KB	24 Aug, 2016	
FAX Transmittal Cover Sheet Form 421.3-2	PDF	43.29 KB	25 Mar, 2009	
Fitness Membership Fee Reimbursement Program Agreement	PDF	69.32 KB	01 Mar, 2016	
Fitness Wellness Participation Agreement	PDF	35.69 KB	01 Mar, 2016	
Foreign Travel Notification	PDF	832.69 KB	12 Jul, 2017	
GS Employee Appraisal Document	PDF	382.70 KB	02 Sep, 2016	
GS Supervisor Appraisal Document	PDF	463.15 KB	02 Sep, 2016	
Hours of Work Request Form	PDF	83.16 KB	06 Jan, 2009	
Individual Advance Travel Notification Form 221.1-1	PDF	120.63 KB	17 Mar, 2010	
Individual Development Plan Form 171.1-4	PDF	199.80 KB	17 Nov, 2010	
Information Request 311.1-5	DOCX	58.08 KB	06 Mar, 2014	
Master Checklist for Board Public Meetings in DC - HQ	DOCX	27.84 KB	12 Feb, 2009	
Master Checklist for Board Public Meetings in DC (Offsite)	DOC	1.30 MB	06 Jan, 2009	
Mobile Device User Agreement	PDF	36.28 KB	01 Dec, 2013	
Nomination and Authorization for Cash Award	DOCX	23.56 KB	04 Jan, 2011	
OGM Internal Records Concurrence Form	DOCX	25.47 KB	29 Sep, 2014	

Title	Type	Size	Updated	Download
On-The-Spot Award Nomination Form	PDF	53.29 KB	03 Dec, 2009	
Overtime Request Approval Form 212.1-1	PDF	83.93 KB	05 Mar, 2009	
Parking Application Form 213.2-1	PDF	507.84 KB	24 Apr, 2012	
Property Pass Form	PDF	44.89 KB	19 Feb, 2009	
Remote Bi-Weekly Time and Attendance Record Form 212.1-2	PDF	137.19 KB	05 Jan, 2011	
Request For Classified Material 311.1-1	PDF	219.17 KB	03 Oct, 2017	
STAR Award Nomination Form	PDF	53.51 KB	03 Dec, 2009	
Technical Staff Non-concurrence Record – F-542 1-8	DOCX	27.77 KB	18 Jul, 2014	
Time Off Award Recommendation Form	PDF	65.91 KB	14 Jul, 2008	
Travel Voucher Information Form 221.1-2	DOCX	21.09 KB	28 Jun, 2012	
Reasonable Accommodation Medical Consent Form	PDF	24.63 KB		
Reasonable Accommodation Request Form	PDF	51.11 KB		
Request for Board Member Interaction or Briefing 421.3-1	PDF	183.71 KB	23 Feb, 2018	
Requisition Form_Updated 3.7.18	PDF	545.86 KB	07 Mar, 2018	

Third Party Forms

Title	Type	Source
Dependent Care FSA Claim Form	.pdf	FSAFEDS
Employee Address Form	.pdf	USDA
Healthcare FSA Claim Form	.pdf	FSAFEDS

Leave Request Form	.pdf	OPM
Leave Recipient Application Form	.pdf	OPM
Leave Donation Request Form	.pdf	OPM
Printing and Binding Requisition Form	.pdf	GPO
Request for Restoration of Annual Leave	.pdf	BPD

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**THE IG AT
THE NRC**

**OFFICE OF THE
INSPECTOR
GENERAL**

2003

U.S. NUCLEAR REGULATORY COMMISSION

FOREWORD

This fourth edition of “The IG at the NRC” is intended to serve as a stand alone reference of the policies, procedures and statutory authority of the U.S. Nuclear Regulatory Commission (NRC), Office of Inspector General (OIG). In addition to excerpts from the IG Act of 1978, 5 U.S.C. App 3, it provides information about the OIG mission and functions and current policy and procedures.

Since my appointment as Inspector General for the NRC in July 1996, I have made education a priority. Maintaining this reference as a current source of information is an important part of this effort, both within the agency and for our other stakeholders. I request that you use this document so as to be better informed about the OIG. I also invite your questions and comments so that we may have a continuing dialogue on ways to combat and prevent fraud, waste, and abuse.

*Hubert T. Bell
Inspector General*



**THE IG AT
THE NRC**

**OFFICE OF THE
INSPECTOR
GENERAL**

2003

U.S. NUCLEAR REGULATORY COMMISSION

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1 OIG MISSION AND ORGANIZATION

1.1 Mission

Statutory Basis

The U.S. Nuclear Regulatory Commission (NRC), Office of the Inspector General (OIG), was established in 1989 under the 1988 amendments to the Inspector General Act of 1978, 5 U.S.C. App. 3, as an independent and objective entity within the agency.

The statutory language of the IG Act describes the mission of the NRC Inspector General as: to conduct and supervise audits and investigations relating to NRC programs and operations; to provide leadership and coordination and recommend policies for activities designed to prevent and detect fraud, waste, and abuse, and to promote economy, efficiency and effectiveness in the administration of NRC programs and operations; and to keep the Chairman and Congress fully and currently informed about problems and deficiencies in NRC programs and operations, as well as the need for progress in implementing corrective action.

Other specific obligations under the Act require the IG to: review and provide comments on existing and proposed policies and legislation; coordinate with the NRC, other Federal agencies, and other entities relating to promoting economy and efficiency and prevention and detection of fraud and abuse in agency administered or financed programs or prosecution of participants in such abuse in NRC programs and operations; comply with Comptroller General audit standards; report expeditiously to the Attorney General whenever the IG has reasonable grounds to believe that there has been a violation of Federal criminal law; and, prepare and submit semiannual reports to Congress summarizing OIG activities not later than April 30 and October 31 of each year. Further, the law also provides that after the receipt of a complaint or information from any employee, the IG shall not disclose the identity of an employee without their consent unless the IG determines it is unavoidable during the course of an investigation.

Authority

The IG Act gives the IG the authority to: have access to all agency documents and records; subpoena documents; administer oaths; have direct and prompt access to the Chairman; select, appoint and employ OIG employees; and enter into contracts and consultant agreements. The IG also has the authority to report immediately particularly serious or flagrant matters to the head of the agency, who must transmit this report to Congress within seven calendar days along with any responsive comments.

1.2 Oversight

PCIE

Under Executive Order 12625 (January 27, 1988), the President's Council on Integrity and Efficiency (PCIE) was established as an interagency council chaired by the Deputy Director for Management of the Office of Management and Budget (OMB). The chair appoints a vice-chair to assist in carrying out its functions of promoting integrity and effectiveness in Federal programs. The PCIE is composed of presidentially-appointed and Senate-confirmed IGs, and officials from OMB, the Federal Bureau of Investigation, the Office of Government Ethics, the Office of Personnel Management, and the Office of Special Counsel. PCIE oversight responsibility includes development of policies to support professionalism in Federal OIGs. As part of that oversight, PCIE also addresses allegations against IGs and certain staff members.

Allegations Against Inspectors General/OIG Staff

Consistent with Executive Order 12993 (March 21, 1996), certain administrative allegations against Inspectors General, and staff members of the OIGs, will be received by the Integrity Committee of the PCIE for its review and disposition. Allegations made against OIG staff will likewise be reviewed by the PCIE's Integrity Committee if, among other reasons, the staff member is alleged to have acted with the knowledge of the IG; or the allegation against the staff person is related to an allegation against the IG. Further, any administrative allegation against a senior staff member will, on a case-by-case basis, be referred by the IG to the PCIE Integrity Committee when (1) review of the substance of the allegation cannot be assigned to an agency of the Executive Branch with appropriate jurisdiction over the matter and (2) the IG determines that an objective internal investigation of the allegation, or the appearance thereof, is not feasible.

1.3 Organization

The Inspector General

The IG Act created in certain Departments and Agencies designated by Congress an Office of Inspector General, the head of which shall be an Inspector General appointed by the President, by and with the advice and consent of the Senate. IGs are selected without regard to political affiliation, and solely on the basis of integrity and demonstrated ability in accounting, auditing, financial analysis, law, management analysis, public administration, or investigations.

To ensure the independence of the office, the IG reports to and is under the general supervision of the agency head. At the NRC, this is the Chairman. The NRC IG may be removed only by the President, who must communicate the reasons for any such removal to both Houses of Congress.

By statute, the NRC IG oversees and is responsible to:

- ◆ conduct and supervise audits and investigations relating to NRC programs and operations;
- ◆ review existing and proposed legislation and regulations relating to programs or operations administered or financed by the agency, and to make recommendations concerning their impact on the economy and efficiency in the administration of programs and operations or the prevention and detection of fraud and abuse;
- ◆ to recommend policies for and (establish and implement policies) to conduct, supervise, and coordinate activities that promote economy and efficiency and that prevent or detect fraud, waste, and abuse within the agency; and
- ◆ appoint an Assistant Inspector General for Audits and an Assistant Inspector General for Investigations.

The Deputy Inspector General

- ◆ Oversees the conduct and supervision of audits and investigations relating to agency programs and operations; and
- ◆ Manages all administrative and planning activities necessary to support the programmatic mission of the OIG.

The Assistant Inspector General for Audits

- ◆ Supervises the performance of auditing activities relating to NRC programs and operations; and
- ◆ Advises and assists the IG on all audits and evaluations conducted by the OIG.

The Assistant Inspector General for Investigations

- ◆ Supervises the performance of investigative activities and inquiries relating to NRC programs and operations; and
- ◆ Advises and assists the IG on all investigations and inquiries conducted by the OIG.

Director, Resource Management and Operations Support

- ◆ Provides overall management of administrative and operational support for OIG programs, including formulating and executing the OIG budget, operating an independent personnel program, administering the information technology program, coordinating strategic planning activities, training, and procurement support.
- ◆ Prepares the OIG Semiannual Report to Congress.

The General Counsel to the Inspector General

- ◆ Provides independent legal counsel and representation for the IG and OIG;
- ◆ Advises and assists the IG on all legal issues and serves as legal advisor to the OIG staff; and
- ◆ Coordinates and drafts commentary in regard to reviews of existing and proposed regulations, legislation, and implementing agency directives.

2 OIG INVESTIGATIONS

The Office of the Inspector General supports integrity and efficiency in NRC programs by providing timely, objective, and independent investigative reports.

2.1 What is an OIG Investigation?

An OIG investigation is a planned, systematic search for relevant, objective evidence derived from individuals, documents, tangible objects, and data.

In addition to documentation of evidence discovered, an investigation typically includes identifying the basis for the original complaint, the issues involved, and citation of relevant statutes.

2.2 What Does the OIG Investigate?

The jurisdiction of the OIG extends to all matters relating to fraud, waste, and abuse by NRC employees, contractors, and other recipients of funds under or relating to NRC programs and operations. OIG investigations focus on violations of law or misconduct by NRC employees and contractors as well as allegations of irregularities or abuse in NRC programs and operations.

These investigations may involve one or more of the following violations of laws or regulations:

- ◆ theft, conversion, misappropriation, embezzlement, or misuse of Government funds or property;
- ◆ false claims or statements;
- ◆ forgery, falsification, or unauthorized destruction of Government records;
- ◆ bribery, extortion, or blackmail or attempted bribery or blackmail of, or by, an NRC employee;
- ◆ violation of employee standards of conduct, conflict of interest; and
- ◆ mismanagement, fraud, waste of Government funds, or abuse of authority relating to NRC's programs and operations.

2.3 How is an OIG Investigation Initiated?

The first step in the course of an investigation is receipt of a complaint of wrongdoing or an allegation. Allegations are received from NRC employees, other Government employees, licensee utility employees, contractors, Congress, citizens, and public interest groups.

Hotline Program

A conduit for anonymous complaints is the Hotline Program, which is a confidential means of reporting suspicious activity to the OIG concerning agency programs and operations. Suspicious activity may include instances of fraud, waste, and abuse, mismanagement, or danger to public health and safety.

We do not attempt to identify persons contacting the Hotline. Persons may contact the OIG by telephone, through an on-line form, via the NRC public Web site www.nrc.gov or by mail. There is no caller identification feature associated with the Hotline. No identifying information is captured when you submit an on-line form. You may provide your name, address, or phone number, if you wish.

Guidelines for Investigation

Once an allegation is received, an analysis is conducted to determine whether further action is warranted and, if so, what type of action is needed.

The OIG considers the following factors in evaluating a complaint for investigation:

- ◆ plausibility that a violation of a statute or regulation under OIG jurisdiction has been committed;
- ◆ the presence of indicators that the matter may significantly affect public health and safety;
- ◆ the effect of the alleged illegal or improper activity on NRC programs;
- ◆ whether the matter is of interest to senior NRC managers, one or more Congressional committees, the nuclear industry, or a public interest group;

- ◆ the level of the position of individuals against whom the allegations are made (allegations of wrongdoing by high-ranking agency officials are of heightened concern); and
- ◆ the deterrent effect knowledge of the investigation may have on others who may consider committing similar illegal or improper acts.

If an OIG investigation is not initiated in response to a complaint but does require additional action, the matter is referred to NRC management. Referral to NRC management occurs in cases where an allegation reflects issues or facts indicating a performance matter or that a technical inquiry is warranted. Often a referral of this nature is made in response to a telephonic contact from an NRC manager who is reporting suspected wrongdoing or relaying an allegation received from an employee, licensee or contractor. When a matter is referred back to management, OIG continues to track the action taken. It is expected that the cognizant management official will examine the facts of the matter and take appropriate action. This action is reported to the OIG, as is the discovery of facts evidencing a more serious allegation.

Referral to another law enforcement agency occurs when the matter is outside the NRC OIG's jurisdiction. In addition, allegations not susceptible to or warranting immediate action may be retained for use as the basis for programmatic inquiries or audits.

2.4 The Investigative Process

Because the goal of an investigation is to determine the truth or the falsity of matters alleged, the procedures employed in the investigative process focus on obtaining relevant facts so as to address all aspects of a complaint.

Investigative activities include examination of documents, for example, files, contracts, vouchers, reports, and memoranda. Investigators also obtain information by interviewing witnesses, technical experts, and the subjects of investigations.

Information obtained is documented in records of interviews, by affidavits sworn under oath and in depositions, that is, questions and answers given under oath, and transcribed by a court reporter.

After all relevant information is gathered, an investigative report is prepared. When there is evidence of Federal criminal wrongdoing, the

report is presented to the Department of Justice (DOJ) for use in prosecution in Federal Court. Violations of other statutes are coordinated with State and local officials and prosecutors. If the investigation shows evidence of an administrative offense, the report will be sent to NRC managers for action. NRC managers are required to advise OIG of action taken or provide status within 90 days of receipt of the IG investigation.

2.5 Clearance Letter

A Clearance Letter is a document provided to an NRC employee in cases where an investigation is initiated in response to an allegation of employee misconduct, and the misconduct is not substantiated. Specifically, "not substantiated" is defined as a case in which an investigation is opened, the DOJ declines prosecution, and/or insufficient evidence is found to warrant referral to the agency for management action.

A clearance letter provides closure for the subject employee, but it is not an indication that immunity has been granted for any future investigation of the allegation. The issuance of a clearance letter is at the discretion of the IG and is not a right.

A clearance is a letter sent to the employee with a concurrent copy to the Executive Director for Operations (EDO) or Chief Financial Officer (CFO). It will contain a brief summary of the allegations and a statement to the effect that the allegations were investigated and were not substantiated.

2.6 OIG Access to Documents

Within NRC

Section 6 of the IG Act provides specific authority for the OIG to have access to and obtain all records, reports, audits, reviews, recommendations and other materials that relate to NRC programs and operations.

Subpoena Authority

This section of the statute also authorizes the OIG to issue subpoenas to obtain documents from outside the Federal Government. Access to financial records is authorized under the provision of the Right to Financial Privacy Act.

2.7 OIG Access to Individuals

Government employees, including NRC personnel, mainly participate in OIG investigations by providing information to investigators in interviews.

The majority of employees voluntarily consent to interviews and fully cooperate by supplying information and documents within their control. Employees who do not may be ordered by a supervisor to appear for an interview with OIG investigator. Employees who fail to comply with such an order are subject to disciplinary action. False statements made in the course of an investigation are subject to criminal and administrative penalties.

2.8 Law Enforcement Authority

Under amendments to the IG Act effected by the Homeland Security Act of 2002, NRC OIG investigative agents in the 1811 series have statutory law enforcement authority. This part of the IG Act, §6(e), authorizes agents to carry firearms, to make an arrest without a warrant, and seek and execute warrants for arrest, search of a premise or seizure of evidence.

2.9 Employee Rights and Warnings

OIG interviews are conducted in compliance with applicable law, regulation and policy. Before beginning an interview, OIG investigators identify themselves, present their credentials, and state the nature and purpose of the interview.

When applicable, a statement of the individual's alternatives with regard to remaining silent and obtaining legal counsel are provided directly and personally to each employee. Statements of rights are referred to as "warnings."

There are three types of warnings commonly referred to as: Miranda, Garrity, and Kalkines. The basic substance of each is summarized as follows:

1. Miranda: Given when an individual is being interviewed concerning his or her own potentially criminal misconduct and is taken into custody or deprived of freedom in a significant way. This warning advises, in accordance with the Fifth and Sixth Amendments to the Constitution, that the individual is entitled to remain silent or otherwise not incriminate himself or herself and to the assistance of an attorney.

2. Garrity: Informs Federal employees who are subjects of investigations, that although they would normally be expected to answer questions regarding their official duties, refusal to answer on the ground that the answers may tend to incriminate them will not subject them to disciplinary action.
3. Kalkines: Advises that the possibility of criminal prosecution has been removed, usually by a declination to prosecute by the Department of Justice, and that the employee is required to answer questions relating to the performance of their official duties or be subject to disciplinary action, including removal.

Legal Representation

OIG policy is to allow an interviewed employee who requests legal representation to have an attorney present.

Employees who make such a request are allowed a reasonable amount of time to arrange this representation. Legal representation is at the expense of the individual employee.

Bargaining Unit Employees — Union Representation

The OIG is not obligated to advise an employee of their right to union representation during an interview. Bargaining unit employees have the right to union representation during OIG interviews if the employee reasonably believes that the examination may result in disciplinary action against them and the employee requests representation. Even an employee who is not considered a "subject" of an investigation has the right to union representation if the employee reasonably believes there is a possibility of discipline. It is the individual employee's responsibility to obtain representation. Employees are given a reasonable amount of time to arrange for union representation.

Union Representative Role

The union representative's role during an OIG interview includes conferring with the employee, clarifying matters and advising on union issues. The OIG investigator is responsible for conducting and controlling the interview. In the event of a dispute, the OIG investigator may give the employee the choice of proceeding without union representation or terminating the interview.

2.10 Reporting Allegations

All NRC employees are expected to support and cooperate in OIG investigative efforts.

Responsible Reporting

Government employees are required to report wrongdoing.

WHY REPORT WRONGDOING? — First, NRC employees are in the best position to observe wrongdoing and have the technical expertise to assess wrongful actions and their consequences. Second, under Federal Law and Executive Order, all Government employees are required to report violations.

HOW TO REPORT WRONGDOING — You should report any indications of fraud, waste, abuse of authority, mismanagement, or other wrongdoing directly to the OIG or through your supervisor.

Agency managers and supervisors are responsible for ensuring that allegations of wrongdoing they receive are promptly reported to the OIG. Report wrongdoing by —

- ◆ contacting the OIG directly by telephone at 301-415-5930
- ◆ calling the OIG-HOTLINE at 1-800-233-3497
- ◆ Submitting On-Line Form

Access by: logging onto www.nrc.gov

Click on Inspector General

Click on OIG Hotline phone symbol

- ◆ or by writing to: U.S. Nuclear Regulatory Commission

Office of the Inspector General

Mail Stop T5-D28

11545 Rockville Pike

Rockville, MD 20852

WHAT TO REPORT — The information you provide to the OIG should be sufficient to allow evaluation of your complaint to determine if action by the NRC/OIG is warranted or referral should be made to another agency, to NRC management, or to some other office for their information and action.

What should be reported?

- ◆ Contract and procurement irregularities
- ◆ Conflicts of interest
- ◆ Theft and misuse of property
- ◆ Travel fraud
- ◆ Misconduct
- ◆ Time and attendance abuse
- ◆ Misuse of Government credit card
- ◆ Abuse of authority
- ◆ Program mismanagement
- ◆ Misuse of information technology resources

The following information should be provided:

- ◆ a brief, accurate statement of facts believed to provide evidence of wrongdoing;
- ◆ names, addresses, and office locations of pertinent individuals and organizations;
- ◆ dates when the suspected wrongdoing took place or is expected to occur;
- ◆ how you became aware of the information;
- ◆ memoranda, contracts, invoices, or other related documents; and
- ◆ names, addresses, office locations, and telephone numbers of others (including licensees) who may have information about the suspected wrongdoing.

Employees who report suspected misconduct should not engage in any independent inquiry or investigation and should not discuss the matter with the persons suspected of wrongdoing. After the initial contact with OIG, employees should provide the OIG with any new or additional information of which they become aware.

HOW ARE YOU PROTECTED — You may make an allegation anonymously, or request that your identity be kept confidential. If you choose to identify yourself, under the IG Act, your name will not be revealed unless the IG determines that the disclosure is unavoidable. Reprisal and retaliation for reporting wrongdoing is prohibited by Federal law and regulations, and no action may be taken against you for having complained or disclosed information to the OIG. However, individuals may be subject to disciplinary or criminal action for knowingly making a false complaint or providing false information.

2.11 Investigative Products

Reports of Investigation

A Report of Investigation relates facts and describes available evidence to address relevant aspects of an allegation against individuals, including aspects of an allegation not substantiated. Investigative reports do not contain recommendations as to disciplinary action.

Investigative reports are given only to individuals who have a “need to know” in order to properly determine whether agency action is warranted. If administrative or disciplinary action is deemed appropriate, agency managers consult with the Office of Human Resources and the Office of the General Counsel for guidance in initiating discipline. The agency is expected to advise the OIG within 90 days of receiving the investigative report as to what disciplinary or other action has been taken in response to investigative report findings.

Cover Letter

A cover letter is used with some investigative reports as more than a mere transmittal vehicle. When the OIG observes that an issue identified in the transmitted report is a recurring or systemic problem, or one reported in other OIG products, the cover letter is used to identify the problem to managers in this broader context.

Because OIG investigative reports do not contain recommendations, a cover letter is also used if significant findings indicate that a specific response to systemic problems is needed. The agency is expected to report managerial actions taken in response to the problems identified within 90 days.

Event Inquiry

The Event Inquiry is an investigative product documenting examination of events or agency regulatory actions that do not specifically involve individual misconduct. These reports identify staff actions that may have contributed to the occurrence of an event. The agency is requested to advise the OIG of managerial initiatives taken to cure any institutional weaknesses identified in these reports.

Management Implications Report (MIR)

The Management Implications Report (MIR) was developed at the request of senior NRC officials to provide managers with a "Root-Cause" analysis as to how a particular problem developed. The objective of an MIR is to give managers sufficient information to facilitate correction of the problem and to avoid similar issues in the future.

Investigative Document Distribution and Dissemination

Reports of Investigation are sensitive documents. Their distribution is restricted by the Privacy Act and is subject to Freedom of Information Act exemptions as law enforcement documents.

In accordance with the Protocol agreement with the agency, when an investigation is completed, a copy of the investigative report and associated exhibits are forwarded, as appropriate, to the Executive Director for Operations (EDO), the Chief Financial Officer (CFO) and, in appropriate circumstances, to the Chairman. These officials provide copies of the report to those whose official duties present a "need to know" in connection with a particular case.

As appropriate, copies of reports may be provided to Congressional Committees.

Event Inquiries which do not contain classified or sensitive information are generally released to the public.

MIRs are intended for the use of agency managers and are published for official use only.

3 OIG AUDITS

The Office of the Inspector General helps improve NRC programs and activities by providing managers with timely, balanced, and independent audits.

3.1 What is an OIG Audit?

An audit examines NRC programs and activities, and recommends constructive solutions if warranted. Audits also evaluate the reasonableness of agency financial statements.

3.2 How are Audits Conducted?

Auditors typically

- ◆ examine the methods employed by NRC and its contractors in carrying out programs and activities;
- ◆ evaluate whether established goals and objectives are achieved;
- ◆ evaluate whether resources are used economically and efficiently;
- ◆ assess whether results are consistent with laws, regulations, and good business practice; and
- ◆ test financial accountability and financial statement reliability.

3.3 What is the Priority for Conducting an OIG Audit?

Audit priority is based on

- ◆ mandatory legislative requirements;
- ◆ emphasis by the President, Congress, NRC Chairman or other Commissioners, and stakeholders;
- ◆ issues that pose a threat to public health and safety;
- ◆ a program's susceptibility to fraud, manipulation, or other irregularities;
- ◆ newness, changed conditions, or sensitivity of program activities;
- ◆ dollar magnitude or personnel resources involved in the audit area;

- ◆ prior audit coverage and experience; and
- ◆ adequacy of internal controls.

Each September, the OIG issues an Annual Plan that summarizes the audits planned for the coming year. However, unanticipated high priority issues may arise that generate audits not listed in the Annual Plan.

3.4 What are the Audit Steps?

An audit involves several steps, ranging from notification that an audit is about to begin, holding of entrance and exit conference, to closure of an audit report after management has completed the actions necessary to correct deficiencies. The underlying goals of the audit process are to:

- ◆ maintain an open channel of communication between auditors and NRC managers,
- ◆ ensure that findings are accurately and fairly presented in the audit report, and
- ◆ achieve agreement on proposed corrective actions.

3.5 What are Entrance and Exit Conferences?

The entrance conference serves as the formal start of an audit. During this meeting, the OIG advises NRC officials of the purpose, objectives, and scope of the audit. During the course of an audit, auditors meet periodically with NRC officials to provide audit updates.

The exit conference is conducted at the end of audit fieldwork. The OIG gives a draft copy of the audit report to NRC officials before the exit conference to facilitate a full and open discussion on the findings and recommendations. This meeting provides NRC managers with an opportunity to confirm information, ask questions, and provide clarifying data.

3.6 What is Audit Resolution and Closure?

Audit resolution is the process by which

- ◆ OIG and NRC management agree on the corrective actions needed; and
- ◆ NRC management takes action to improve operations or correct deficiencies identified in the audit report.

The resolution process tracks management's corrective actions until they are completed and the recommendation is closed.

3.7 What Happens if the OIG and NRC Management Disagree on a Course of Action Recommended in the Audit Report?

When the OIG determines that an agency response is unsatisfactory, intervention by the Executive Director for Operations or the Chairman is requested. If it is a significant issue, the Inspector General can also seek Congressional intervention.

3.8 Who Gets Copies of OIG Audit Reports?

OIG audit reports, unless classified or otherwise restricted, are distributed to the NRC, the Congress, the General Accounting Office, the media, and the general public. These reports are available both on the Internet and in ADAMS. Classified and restricted reports receive a limited distribution, based on need to know, and are not available on either the Internet or in ADAMS.

4 REGULATORY REVIEW

4.1 What is a Regulatory Review?

Regulatory Review is the examination of existing and proposed legislation, regulations, and policies so as to assist the agency in preventing and detecting fraud, waste, and abuse in its programs and operations.

Regulatory comments are provided to document OIG's objective analysis of vulnerabilities created within agency programs and operations by proposed or existing statutes, regulations, or policies. Comments cite the IG Act as authority for the review, state the specific law, regulation, management directive or policy examined, the pertinent background information considered, and identifies OIG concerns, observations, and suggestions.

4.2 What Process is Used to Perform a Regulatory Review?

All proposed revisions to legislation, regulations, directives, policy initiatives and other significant matters that affect NRC's programs and functions are forwarded in draft by the originating office. OIG reviews the draft documents and if applicable, responds with comments identifying concerns and providing suggestions. The agency consideration of these concerns is documented in a formal reply. Either responsive action or status of the revision is requested within 90 days. Significant observations regarding action or inaction by the agency are reported in the OIG Semiannual Report to Congress.

4.3 Regulatory Review Distribution

Regulatory commentaries are normally sent to the cognizant agency office and are intended only for internal use.

5 THE SEMIANNUAL REPORT TO CONGRESS

5.1 What is the Semiannual Report?

In accordance with requirements of the IG Act, the semiannual report is a document prepared by each Inspector General that summarizes the activities of that OIG during the six-month periods ending March 31 and September 30. The report is submitted to the head of the agency, the Chairman in the case of the NRC, no later than April 30 and October 31 of each year. The agency may comment on the report, but may not change it. Within 30 days of receipt, the Chairman may submit any agency remarks together with the IG's report to Congress.

Reporting Requirements for the Semiannual Report

The reporting requirements for the IG's Semiannual Report are contained in Section 5 of the IG Act. Additional guidance on the content of the report has been provided by the President's Council on Integrity and Efficiency and the OMB. Items normally included in the report are:

1. Description of significant problems, abuses, and deficiencies relating to the administration of the NRC's programs and operation;
2. Description of audit recommendations for corrective action;
3. Identification of each significant audit recommendation described in previous reports for which the agency has not completed corrective action;
4. Summary of matters referred to prosecutive authorities and the results of those prosecutions;
5. Selected Regulatory Commentary summaries and agency response;
6. Statistical tables demonstrating the dollar results of the OIG's internal program audits and contract audits performed during the reporting period;

The report may also include special feature articles concerning relevant topics.

5.2 Semiannual Report Distribution

The Semiannual Report is published on www.nrc.gov/insp-gen/pubs.html and widely distributed throughout government and to the public.

6 FREEDOM OF INFORMATION ACT AND PRIVACY ACT

6.1 Freedom of Information Act and Privacy Act

FOIA requests may be made by mail, fax or email to the following:

FOIA/PA Officer
U.S. Nuclear Regulatory Commission
Mail Stop T-6D8
Washington, DC 20555-0001
Fax: 301-415-5130
Email: foia@nrc.gov

Requests for OIG documents must adequately describe the records sought. Requests for information protected by the Privacy Act must include a written release.

In accordance with 10 CFR Part 9, the Office of the Inspector General at the NRC exercises independent authority to release or withhold documents requested under the Freedom of Information Act 5 U.S.C. § 552 and Privacy Act 5 U.S.C. § 552a.

5 U.S.C. § 552 and 5 U.S.C. § 552a provide the OIG with broad denial authority under exemptions that protect criminal investigative and privacy interests. Disclosure of investigative documents is normally very limited.

The AIGI acts as the initial denial authority for OIG documents, and the only administrative appeal is to the IG.

6.2 Documentation Dissemination

Unlike the agency, OIG documents released under FOIA are not concurrently placed in the ADAMS system.

APPENDIX

Excerpts from the
INSPECTOR GENERAL ACT OF 1978
(Public Law 95-452, October 12, 1978)

As amended by the

INSPECTOR GENERAL ACT AMENDMENTS OF 1988
(Public Law 100-504, October 18, 1988)

§ 2. Purpose and establishment of Offices of Inspector General; departments and agencies involved

In order to create independent and objectives units —

- (1) to conduct and supervise audits and investigations relating to the programs and operations of the establishments listed in section 11(2);
- (2) to provide leadership and coordination and recommend policies for activities designed (A) to promote economy, efficiency, and effectiveness in the administration of, and (B) to prevent and detect fraud and abuse in, such programs and operations; and
- (3) to provide a means for keeping the head of the establishment and the Congress fully and currently informed about problems and deficiencies relating to the administration of such programs and operations and the necessity for and progress of corrective action; there is hereby established in each of such establishments an Office of Inspector General.

§ 3. Appointment of Inspector General; supervision; removal; political activities; appointment of Assistant Inspector General for Auditing and Assistant Inspector General for Investigations

(a) There shall be at the head of each Office an Inspector General who shall be appointed by the President, by and with the advice and consent of the Senate, without regard to political affiliation and solely on the basis of integrity and demonstrated ability in accounting, auditing, financial analysis, law, management analysis, public administration, or investigations. Each Inspector General shall report to and be under the general supervision of the head of the establishment involved or, to the extent such authority is delegated, the officer next in rank below such head, but shall not report to, or be subject to supervision by, any other officer of such establishment. Neither the head of the establishment nor the officer next in rank below such head shall prevent or prohibit the Inspector General from initiating, carrying out, or completing any audit or investigation, or from issuing any subpoena during the course of any audit or investigation.

(b) An Inspector General may be removed from office by the President. The President shall communicate the reasons for any such removal to both Houses of Congress.

(c) For the purposes of section 7324 of Title 5, United States Code, no Inspector General shall be considered to be an employee who determines policies to be pursued by the United States in the nationwide administration of Federal laws.

(d) Each Inspector General shall, in accordance with applicable laws and regulations governing the civil service —

- (1) appoint an Assistant Inspector General for Auditing who shall have the responsibility for supervising the performance of auditing activities relating to programs and operations of the establishment, and
- (2) appoint an Assistant Inspector General for Investigations who shall have the responsibility for supervising the performance of investigative activities relating to such programs and operations.

§ 4. Duties and responsibilities; report of criminal violations to Attorney General

(a) It shall be the duty and responsibility of each Inspector General, with respect to the establishment within which his Office is established —

- (1) to provide policy direction for and to conduct, supervise, and coordinate audits and investigations relating to the programs and operations of such establishment;
- (2) to review existing and proposed legislation and regulations relating to programs and operations of such establishment and to make recommendations in the semiannual reports required by section 5(a) concerning the impact of such legislation or regulations on the economy and efficiency in the administration of programs and operations administered or financed by such establishment or the prevention and detection of fraud and abuse in such programs and operations;
- (3) to recommend policies for, and to conduct, supervise, or coordinate other activities carried out or financed by such establishment for the purpose of promoting economy and efficiency in the administration of, or preventing and detecting fraud and abuse in, its programs and operations;
- (4) to recommend policies for, and to conduct, supervise, or coordinate relationships between such establishment and other Federal agencies, State and local governmental agencies, and nongovernmental entities with respect to (A) all matters relating to the promotion of economy and efficiency in the administration of, or the prevention and detection of fraud and abuse in, programs and operations administered or financed by such establishment, or (B) the identification and prosecution of participants in such fraud or abuse; and
- (5) to keep the head of such establishment and the Congress fully and currently informed, by means of the reports required by section 5 and otherwise, concerning fraud and other serious problems, abuses, and deficiencies relating to the administration of programs and operations administered or financed by such establishment, to recommend corrective action concerning such problems, abuses, and deficiencies, and to report on the progress made in implementing such corrective action.

(b)(1) In carrying out the responsibilities specified in subsection

(a)(1), each Inspector General shall —

- (A) comply with standards established by the Comptroller General of the United States for audits of Federal establishments, organizations, programs, activities, and functions;
 - (B) establish guidelines for determining when it shall be appropriate to use non-Federal auditors; and
 - (C) take appropriate steps to assure that any work performed by non-Federal auditors complies with the standards established by the Comptroller General as described in paragraph (1).
- (2) For purposes of determining compliance with paragraph (1)(A) with respect to whether internal quality controls are in place and operating and whether established audit standards, policies, and procedures are being followed by Offices of Inspector General of establishments defined under section 11(2), Offices of Inspector General of designated Federal entities defined under section 8F(a)(2), and any audit office established within a Federal entity defined under section 8F(a)(1), reviews shall be performed exclusively by an audit entity in the Federal Government, including the General Accounting Office or the Office of Inspector General of each establishment defined under section 11(2), or the Office of Inspector General of each designated Federal entity defined under section 8F(a)(2).
- (c) In carrying out the duties and responsibilities established under this Act, each Inspector General shall give particular regard to the activities of the Comptroller General of the United States with a view toward avoiding duplication and insuring effective coordination and cooperation.
- (d) In carrying out the duties and responsibilities established under this Act, each Inspector General shall report expeditiously to the Attorney General whenever the Inspector General has reasonable grounds to believe there has been a violation of Federal criminal law.
- (As amended Pub.L. 100-504, Title I § 109, Oct. 18, 1988, 102 Stat. 2529)

§ 5. Semiannual reports; transmittal to Congress; availability to public; immediate report on serious or flagrant problems; disclosure of information; definitions.

(a) Each Inspector General shall, not later than April 30 and October 31 of each year, prepare semiannual reports summarizing the activities of the Office during the immediately preceding six-month periods ending March 31 and September 30. Such reports shall include, but need not be limited to —

- (1) a description of significant problems, abuses, and deficiencies relating to the administration of programs and operations of such establishment disclosed by such activities during the reporting period;
- (2) a description of the recommendations for corrective action made by the Office during the reporting period with respect to significant problems, abuses, or deficiencies identified pursuant to paragraph (1);
- (3) an identification of each significant recommendation described in previous semiannual reports on which corrective action has not been completed;
- (4) a summary of matters referred to prosecutive authorities and the prosecutions and convictions which have resulted;
- (5) a summary of each report made to the head of the establishment under section 6(b)(2) during the reporting period;
- (6) a listing, subdivided according to subject matter, of each audit report issued by the Office during the reporting period and for each audit report, where applicable, the total dollar value of questioned costs (including a separate category for the dollar value of unsupported costs) and the dollar value of recommendations that funds be put to better use;
- (7) a summary of each particularly significant report;
- (8) statistical tables showing the total number of audit reports and the total dollar value of questioned costs (including a separate category for the dollar value of unsupported costs), for audit reports —
 - (A) for which no management decision had been made by the commencement of the reporting period;
 - (B) which were issued during the reporting period;

(C) for which a management decision was made during the reporting period, including —

- (i) the dollar value of disallowed costs; and
- (ii) the dollar value of costs not disallowed; and

(D) for which no management decision has been made by the end of the reporting period;

(9) statistical tables showing the total number of audit reports and the dollar value of recommendations that funds be put to better use by management, for audit reports —

(A) for which no management decision had been made by the commencement of the reporting period;

(B) which were issued during the reporting period;

(C) for which a management decision was made during the reporting period, including —

- (i) the dollar value of recommendations that were agreed to by management; and
- (ii) the dollar value of recommendations that were not agreed to by management; and

(D) for which no management decision has been made by the end of the reporting period;

(10) a summary of each audit report issued before the commencement of the reporting period for which no management decision has been made by the end of the reporting period (including the date and title of each such report), an explanation of the reasons such management decision has not been made, and a statement concerning the desired timetable for achieving a management decision on each such report;

(11) a description and explanation of the reasons for any significant revised management decision made during the reporting period; and

(12) information concerning any significant management decision with which the Inspector General is in disagreement.

(b) Semiannual reports of each Inspector General shall be furnished to the head of the establishment involved not later than April 30 and October 31 of each year and shall be transmitted by such head to the appropriate committees or subcommittees of the Congress within

thirty days after receipt of the report, together with a report by the head of the establishment containing —

- (1) any comments such head determines appropriate;
- (2) statistical tables showing the total number of audit reports and the dollar value of disallowed costs, for audit reports —
 - (A) for which final action had not been taken by the commencement of the reporting period;
 - (B) on which management decisions were made during the reporting period;
 - (C) for which final action was taken during the reporting period, including —
 - (i) the dollar value of disallowed costs that were recovered by management through collection, offset, property in lieu of cash, or otherwise; and
 - (ii) the dollar value of disallowed costs that were written off by management; and
 - (D) for which no final action has been taken by the end of the reporting period;
- (3) statistical tables showing the total number of audit reports and the dollar value of recommendations that funds be put to better use by management agreed to in a management decision, for audit reports —
 - (A) for which final action had not been taken by the commencement of the reporting period;
 - (B) on which management decisions were made during the reporting period;
 - (C) for which final action was taken during the reporting period, including —
 - (i) the dollar value of recommendations that were actually completed; and
 - (ii) the dollar value of recommendations that management has subsequently concluded should not or could not be implemented or completed; and
 - (D) for which no final action has been taken by the end of the reporting period; and

(4) a statement with respect to audit reports on which management decisions have been made but final action has not been taken, other than audit reports on which a management decision was made within the preceding year, containing —

- (A) a list of such audit reports and the date each such report was issued;
 - (B) the dollar value of disallowed costs for each report;
 - (C) the dollar value of recommendations that funds be put to better use agreed to by management for each report; and
 - (D) an explanation of the reasons final action has not been taken with respect to each such audit report, except that such statement may exclude such audit reports that are under formal administrative or judicial appeal or upon which management of an establishment has agreed to pursue a legislative solution, but shall identify the number of reports in each category so excluded.
- (c) Within 60 days of the transmission of the semiannual reports of each Inspector General to the Congress, the head of each establishment shall make copies of such report available to the public upon request and at a reasonable cost. Within 60 days after the transmission of the semiannual reports of each establishment head to the Congress, the head of each establishment shall make copies of such report available to the public upon request and at a reasonable cost.
- (d) Each Inspector General shall report immediately to the head of the establishment involved whenever the Inspector General becomes aware of particularly serious or flagrant problems, abuses, or deficiencies relating to the administration of programs and operations of such establishment. The head of the establishment shall transmit any such report to the appropriate committees or subcommittees of Congress within seven calendar days, together with a report by the head of the establishment containing any comments such head deems appropriate.
- (e)(1) Nothing in this section shall be construed to authorize the public disclosure of information which is —
- (A) specifically prohibited from disclosure by any other provision of law;
 - (B) specifically required by Executive order to be protected from disclosure in the interest of national defense of national security or in the conduct of foreign affairs; or
 - (C) a part of an ongoing criminal investigation.

(2) Notwithstanding paragraph (1)(C), any report under this section may be disclosed to the public in a form which includes information with respect to a part of an ongoing criminal investigation if such information has been included in a public record.

(3) Except to the extent and in the manner provided under section 6103(f) of the Internal Revenue Code of 1986 [26 U.S.C.A. § 6103(f)], nothing in this section or in any other provision of this Act shall be construed to authorize or permit the withholding of information from the Congress, or from any committee or subcommittee thereof.

(f) As used in this section —

(1) the term “questioned cost” means a cost that is questioned by the Office because of —

(A) an alleged violation of a provision of a law, regulation, contract, grant, cooperative agreement, or other agreement or document governing the expenditure of funds;

(B) a finding that, at the time of the audit, such cost is not supported by adequate documentation; or

(C) a finding that the expenditure of funds for the intended purpose is unnecessary or unreasonable;

(2) the term “unsupported cost” means a cost that is questioned by the Office because the Office found that, at the time of the audit, such cost is not supported by adequate documentation;

(3) the term “disallowed cost” means a questioned cost that management, in a management decision, has sustained or agreed should not be charged to the Government;

(4) the term “recommendation that funds be put to better use” means a recommendation by the Office that funds could be used more efficiently if management of an establishment took actions to implement and complete the recommendation, including —

(A) reductions in outlays;

(B) deobligation of funds from programs or operations;

(C) withdrawal of interest subsidy costs on loans or loan guarantees, insurance, or bonds;

(D) costs not incurred by implementing recommended improvements related to the operations of the establishment, a contractor or grantee;

(E) avoidance of unnecessary expenditures noted in preaward reviews of contract or grant agreements; or

(F) any other savings which are specifically identified.

(5) the term “management decision” means the evaluation by the management of an establishment of the findings and recommendations included in an audit report and the issuance of a final decision by management concerning its response to such findings and recommendations, including actions concluded to be necessary; and

(6) the term “final action” means —

(A) the completion of all actions that the management of an establishment has concluded, in its management decision, are necessary with respect to the findings and recommendations included in an audit report; and

(B) in the event that the management of an establishment concludes no action is necessary, final action occurs when a management decision has been made.

§ 6. Authority of Inspector General; information and assistance from Federal agencies; unreasonable refusal; office space and equipment

(a) In addition to the authority otherwise provided by this Act, each Inspector General, in carrying out the provisions of this Act, is authorized —

(1) to have access to all records, reports, audits, reviews, documents, papers, recommendations, or other material available to the applicable establishment which relate to programs and operations with respect to which that Inspector General has responsibilities under this Act;

(2) to make such investigations and reports relating to the administration of the programs and operations of the applicable establishment as are, in the judgment of the Inspector General, necessary or desirable;

(3) to request such information or assistance as may be necessary for carrying out the duties and responsibilities provided by this Act from many Federal, State, or local governmental agency or unit thereof;

(4) to require by subpoena the production of all information, documents, reports, answers, records, accounts, papers, and other data and documentary evidence necessary in the performance of the functions assigned by this Act, which subpoena, in the case of contumacy or refusal to obey, shall be enforceable by order of any appropriate United States district court: Provided, That procedures other than subpoenas shall be used by the Inspector General to obtain documents and information from Federal agencies;

(5) to administer to or take from any person an oath, affirmation, or affidavit, whenever necessary in the performance of the functions assigned by this Act, which oath, affirmation, or affidavit when administered or taken by or before an employee of an Office of Inspector General designated by the Inspector General shall have the same force and effect as if administered or taken by or before an officer having a seal;

(6) to have direct and prompt access to the head of the establishment involved when necessary for any purpose pertaining to the performance of functions and responsibilities under this Act.

(7) to select, appoint, and employ such officers and employees as may be necessary for carrying out the functions, powers, and duties of the Office subject to the provisions of Title 5, United States Code, governing appointments in the competitive service, and the provisions of chapter 51 and subchapter III of chapter 53 of such title relating to classification and General Schedule pay rates;

(8) to obtain services as authorized by section 3109 of Title 5, United States Code, at daily rates not to exceed the equivalent rate prescribed for grade GS-18 of the General Schedule by section 5332 of Title 5, United States Code; and

(9) to the extent and in such amounts as may be provided in advance by appropriations Acts, to enter into contracts and other arrangements for audits, studies, analyses, and other services with public agencies and with private persons, and to make such payments as may be necessary to carry out the provisions of this Act.

(b)(1) Upon request of an Inspector General for information or assistance under subsection (a)(3), the head of any Federal agency involved shall, insofar as is practicable and not in contravention of any existing statutory restriction or regulation of the Federal agency from which the information is requested, furnish to such Inspector General,

or to an authorized designee, such information or assistance.

(2) Whenever information or assistance requested under subsection (a)(1) or (a)(3) is, in the judgment of an Inspector General, unreasonably refused or not provided, the Inspector General shall report the circumstances to the head of the establishment involved without delay.

(c) Each head of an establishment shall provide the Office within such establishment with appropriate and adequate office space at central and field office locations of such establishment, together with such equipment, office supplies, and communications facilities and services as may be necessary for the operation of such offices, and shall provide necessary maintenance services for such offices and the equipment and facilities located therein.

(d) For purposes of the provisions of Title 5, United States Code, governing the Senior Executive Service, any reference in such provisions to the "appointing authority" for a member of the Senior Executive Service or for a Senior Executive Service position shall, if such member or position is or would be within the Office of an Inspector General, be deemed to be a reference to such Inspector General.

(e)(1) In addition to the authority otherwise provided by this Act, each Inspector General appointed under section 3, any Assistant Inspector General for Investigations under such an Inspector General, and any special agent supervised by such an Assistant Inspector General may be authorized by the Attorney General to —

(A) carry a firearm while engaged in official duties as authorized under this Act or other statute, or as expressly authorized by the Attorney General;

(B) make an arrest without a warrant while engaged in official duties as authorized under this Act or other statute, or as expressly authorized by the Attorney General, for any offense against the United States committed in the presence of such Inspector General, Assistant Inspector General, or agent, or for any felony cognizable under the laws of the United States if such Inspector General, Assistant Inspector General, or agent has reasonable grounds to believe that the person to be arrested has committed or is committing such felony; and

(C) seek and execute warrants for arrest, search of a premises, or

seizure of evidence issued under the authority of the United States upon probable cause to believe that a violation has been committed.

(2) The Attorney General may authorize exercise of the powers under this subsection only upon an initial determination that—

(A) the affected Office of Inspector General is significantly hampered in the performance of responsibilities established by this Act as a result of the lack of such powers;

(B) available assistance from other law enforcement agencies is insufficient to meet the need for such powers; and

(C) adequate internal safeguards and management procedures exist to ensure proper exercise of such powers.

(3) The Inspector General offices of the Department of Commerce, Department of Education, Department of Energy, Department of Health and Human Services, Department of Homeland Security, Department of Housing and Urban Development, Department of the Interior, Department of Justice, Department of Labor, Department of State, Department of Transportation, Department of the Treasury, Department of Veterans Affairs, Agency for International Development, Environmental Protection Agency, Federal Deposit Insurance Corporation, Federal Emergency Management Agency, General Services Administration, National Aeronautics and Space Administration, Nuclear Regulatory Commission, Office of Personnel Management, Railroad Retirement Board, Small Business Administration, Social Security Administration, and the Tennessee Valley Authority are exempt from the requirement of paragraph (2) of an initial determination of eligibility by the Attorney General.

(4) The Attorney General shall promulgate, and revise as appropriate, guidelines which shall govern the exercise of the law enforcement powers established under paragraph (1).

(5)(A) Powers authorized for an Office of Inspector General under paragraph (1) may be rescinded or suspended upon a determination by the Attorney General that any of the requirements under paragraph (2) is no longer satisfied or that the exercise of authorized powers by that Office of Inspector General has not complied with the guidelines promulgated by the Attorney General under paragraph (4).

(B) Powers authorized to be exercised by any individual under paragraph (1) may be rescinded or suspended with respect to that individual upon a determination by the Attorney General that such individual has not complied with guidelines promulgated by the Attorney General under paragraph (4).

(6) A determination by the Attorney General under paragraph (2) or (5) shall not be reviewable in or by any court.

(7) To ensure the proper exercise of the law enforcement powers authorized by this subsection, the Offices of Inspector General described under paragraph (3) shall, not later than 180 days after the date of enactment of this subsection, collectively enter into a memorandum of understanding to establish an external review process for ensuring that adequate internal safeguards and management procedures continue to exist within each Office and within any Office that later receives an authorization under paragraph (2). The review process shall be established in consultation with the Attorney General, who shall be provided with a copy of the memorandum of understanding that establishes the review process. Under the review process, the exercise of the law enforcement powers by each Office of Inspector General shall be reviewed periodically by another Office of Inspector General or by a committee of Inspectors General. The results of each review shall be communicated in writing to the applicable Inspector General and to the Attorney General.

(8) No provision of this subsection shall limit the exercise of law enforcement powers established under any other statutory authority, including United States Marshals Service special deputation.

(b) PROMULGATION OF INITIAL GUIDELINES-

(1) DEFINITION- In this subsection, the term 'memoranda of understanding' means the agreements between the Department of Justice and the Inspector General offices described under section 6(e)(3) of the Inspector General Act of 1978 (5 U.S.C. App.) (as added by subsection (a) of this section) that —

(A) are in effect on the date of enactment of this Act; and

(B) authorize such offices to exercise authority that is the same or similar to the authority under section 6(e)(1) of such Act.

(2) IN GENERAL- Not later than 180 days after the date of enactment of this Act, the Attorney General shall promulgate

guidelines under section 6(e)(4) of the Inspector General Act of 1978 (5 U.S.C. App.) (as added by subsection (a) of this section) applicable to the Inspector General offices described under section 6(e)(3) of that Act.

(3) **MINIMUM REQUIREMENTS-** The guidelines promulgated under this subsection shall include, at a minimum, the operational and training requirements in the memoranda of understanding.

(4) **NO LAPSE OF AUTHORITY-** The memoranda of understanding in effect on the date of enactment of this Act shall remain in effect until the guidelines promulgated under this subsection take effect.

(c) **EFFECTIVE DATES-**

(1) **IN GENERAL-** Subsection (a) shall take effect 180 days after the date of enactment of this Act.

(2) **INITIAL GUIDELINES-** Subsection (b) shall take effect on the date of enactment of this Act.

§ 7. Complaints by employees, disclosure of identity; reprisals

(a) The Inspector General may receive and investigate complaints or information from an employee of the establishment concerning the possible existence of an activity constituting a violation of law, rules, or regulations, or mismanagement, gross waste of funds, abuse of authority or a substantial and specific danger to the public health and safety.

(b) The Inspector General shall not, after receipt of a complaint or information from an employee, disclose the identity of the employee without the consent of the employee, unless the Inspector General determines such disclosure is unavoidable during the course of the investigation.

(c) Any employee who has authority to take, direct others to take, recommend, or approve any personnel action, shall not, with respect to such authority, take or threaten to take any action against any employee as a reprisal for making a complaint or disclosing information to an Inspector General, unless the complaint was made or the information disclosed with the knowledge that it was false or with willful disregard for its truth or falsity.

§ 8 B. Special provisions concerning the Nuclear Regulatory Commission

(a) The Chairman of the Commission may delegate the authority specified in the second sentence of section 3(a) to another member of the Nuclear Regulatory Commission, but shall not delegate such authority to any other officer or employee of the Commission.

(b) Notwithstanding sections 6(a)(7) and (8), the Inspector General of the Nuclear Regulatory Commission is authorized to select, appoint, and employ such officers and employees as may be necessary for carrying out the functions, powers and duties of the Office of Inspector General and to obtain the temporary or intermittent services of experts or consultants or an organization thereof, subject to the applicable laws and regulations that govern such selections, appointments and employment, and the obtaining of such services, within the Nuclear Regulatory Commission.

(Added Pub.L. 100-504, Title I, § 102(f), Oct. 18, 1988, 102 Stat. 2517.)

§ 9. Transfer of functions

(a) There shall be transferred —

(1) to the Office of Inspector General — ...

(Q) of the Nuclear Regulatory Commission, the office of that commission referred to as the "Office of Inspector and Auditor"; ... and

(2) such other offices or agencies, or functions, powers, or duties thereof, as the head of the establishment involved may determine are properly related to the functions of the Office and would, if so transferred, further the purposes of the Act, except that there shall not be transferred to an Inspector General under paragraph (2) program operating responsibilities.

(b) The personnel, assets, liabilities, contracts, property, records, and unexpended balances of appropriations, authorizations, allocations, and other funds employed, held, used, arising from, available or to be made available, of any office or agency the functions, powers, and duties of which are transferred under subsection (a) are hereby transferred to the applicable Office of Inspector General.

(c) Personnel transferred pursuant to subsection (b) shall be transferred in accordance with applicable laws and regulations relating

to the transfer of functions except that the classification and compensation of such personnel shall not be reduced for one year after such transfer.

(d) In any case where all the functions, powers, and duties of any office or agency are transferred pursuant to this subsection, such office or agency shall lapse. Any person who, on the effective date of this Act [Oct. 1, 1978], held a position compensated in accordance with the General Schedule, and who, without a break in service, is appointed in an Office of Inspector General to a position having duties comparable to those performed immediately preceding such appointment shall continue to be compensated in the new position at not less than the rate provided for the previous position, for the duration of service in the new position.

OIG APPROPRIATIONS

31 U.S.C. § 1105 - Budget Contents and Submission to Congress

(a) ... the President shall submit a budget of the United States Government for the following fiscal year... The President shall include in each budget the following: ... (25) a separate appropriation account for appropriations for each Office of Inspector General ...

The NRC OIG Hotline

The Office of the Inspector General at NRC established the Hotline Program to provide the NRC employees, other Government employees, licensee/utility employees, contractor employees and the public with a confidential means of reporting suspicious activity to the OIG concerning fraud, waste, abuse, employee or management misconduct. Mismanagement of agency programs or danger to public health and safety may also be reported through the Hotline.

We do not attempt to identify persons contacting the Hotline. Persons may contact the OIG by telephone, through an on-line form, via the NRC public Web site www.nrc.gov or by mail. There is no caller identification feature associated with the Hotline or any other telephone line in the Inspector General's office. No identifying information is captured when you submit an on-line form. You may provide your name, address, or phone number, if you wish.

What should be reported:

- Contract and Procurement Irregularities
- Abuse of Authority
- Conflicts of Interest
- Misuse of Government Credit Card
- Theft and Misuse of Property
- Time and Attendance Abuse
- Travel Fraud
- Misuse of Information Technology Resources
- Misconduct
- Program Mismanagement

Call:

OIG Hotline

1-800-233-3497
9:00 a.m. - 4:00 p.m. (EST)
After hours, please leave a message

Submit:

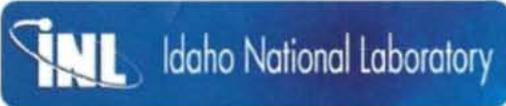
On-Line Form

Access by: logging onto www.nrc.gov
Click on Inspector General
Click on OIG Hotline phone symbol

or

Write:

U.S. Nuclear Regulatory Commission
Office of the Inspector General
Hotline Program
Mail Stop T-5 D28
11545 Rockville Pike
Rockville, MD 20852-2738



Idaho National Laboratory

Idaho National Laboratory Sharepoint Site

Points of Contact

Titles	Name	Email	Office Phone	Mobile Phone	Pager	Fax	Office Number
DNFSB Cognizant Engineer	Ray Daniels	(b) (6)	(b) (6)			(b) (6)	
Alternate Cognizant Engineer	Bradford Sharpless	(b) (6)	(b) (6)	(b) (6)		(b) (6)	(b) (6)
DNFSB Resident Inspector	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Site Office Liaison	Greg Hayward	haywardg@id.doe.gov	(208) 526-5925	(208) 569-0156			
Contractor Liaison	(b) (6)	(b) (6)	(b) (6)	(b) (6)			
Contractor Liaison	(b) (6)	(b) (6)	(b) (6)	(b) (6)		(b) (6)	
Departmental Rep. Contact	Daniel Sigg	daniel.sigg@hq.doe.gov	(202) 586-1857				
Other Contacts	Mark Brown AM/Nuclear Safty Performance	brownmc@id.doe.gov	(208) 526-7065	(208) 520-9169		(208) 526-7245	
Other Contacts	Jim Cooper AM/EM	cooperjr@id.doe.gov	(208) 526-5698	(208) 521-9888			
DOE Site Manager	Rick Provencher	provenrb@id.doe.gov	(208) 526-7300	(208) 521-3840		(208) 526-0542	



Airports

Name	City	State	Primary/Secondary
Idaho Regional Airport (IDA)	Idaho Falls	ID	Primary

Hotels

Name	Address	City	State	Zip	Phone	Fax	Edit
Residence Inn	635 West Broadway	Idaho Falls	ID	83402	(208) 542-0000	(208) 542-0021	
Fairfield Inn	1293 W Broadway St	Idaho Falls	ID	83402	(208) 552-7378	(208) 552-7379	
LeRitz Hotel	720 Lindsay Blvd	Idaho Falls	ID	83402	(208) 528-0880	(208) 528-9929	

Restaurants

Name	Address	City	State	Zip	Phone	Cuisine	Edit
Jaker's Restaurant	851 Lindsay Blvd	Idaho Falls	ID	83402	(208) 524-5240	Bar & Grill	

Sandpiper Restaurant

750 Lindsay Blvd

Idaho Falls

ID

83402

(208) 524-3344

Seafood

FY2018 DNFSB Frequently Visited Destinations

Effective 1/1/2018

Sites and Nearby Airports		FY2018 PER DIEM RATES				FY2018 CONTRACT CARRIERS TO/FROM DC AREA (ROUNDTRIP FARES)									
St	Sites	TDY Location	Lodging	(Seasonal)	M&IE	Airport Code	National	N/C^	Dulles			BWI Marshall			
CA	LLNL	Livermore	\$ 171	10/1 - 10/31	\$ 69	OAK	\$772.00	WN C	\$736.00	DL C		\$994.00	WN N		
			\$ 152	11/1 - 12/31	\$ 69	SFO	\$672.00	UA N	\$672.00	UA N		\$708.00	UA N		
			\$ 171	1/1 - 9/30	\$ 69										
ID	INL	Idaho Falls	\$ 93		\$ 51	IDA	\$1,078.00	DL C	\$1,124.00	DL C		\$1,190.00	UA C		
NV	NNSS (NTS)	Las Vegas	\$ 106	10/1 - 12/31	\$ 64	LAS	\$628.00	AA N	\$502.00	UA N		\$710.00	WN N		
			\$ 134	1/1 - 3/31	\$ 64										
			\$ 106	4/1 - 9/30	\$ 64										
NM	SNL	Albuquerque	\$ 93		\$ 51	ABQ	\$504.00	AA C	\$754.00	UA C		\$678.00	WN N		
NM	WIPP	Carlsbad	\$ 125		\$ 54	ELP	\$656.00	AA C	\$600.00	AA C		\$678.00	AA C		
						ROW	\$1,236.00	AA C	\$966.00	AA C		non con			
						MAF	\$730.00	AA C	\$692.00	AA C		non con			
NM	LANL	Los Alamos	\$ 93		\$ 51	ABQ	\$504.00	AA C	\$754.00	UA C		\$678.00	WN N		
						SAF	\$846.00	AA C	\$756.00	AA C		\$734.00	UA C		
GA	SRS	Augusta	\$ 101		\$ 59	AGS	\$458.00	AA C	\$424.00	AA C		\$578.00	DL C		
						CAE	\$778.00	AA N	\$778.00	UA N		\$592.00	DL C		
TN	ORNL/ORY12	Oak Ridge	\$ 93		\$ 51	TYS	\$886.00	AA N	\$410.00	UA N		\$600.00	DL C		
TX	PANTEX	Amarillo	\$ 93		\$ 51	AMA	\$766.00	AA C	\$550.00	AA C		\$720.00	AA C		
WA	HFD	Richland	\$ 96		\$ 59	PSC	\$916.00	DL C	\$998.00	AS C		\$798.00	AS C		
						SEA	\$598.00	AS N	\$466.00	UA N		\$480.00	WN N		
Per Diem for District of Columbia															
Includes: In VA - cities of Alexandria, Fairfax and Falls Church, and counties of Arlington, Loudoun & Fairfax;			\$ 250	10/1 - 10/31	\$ 69										
In MD - counties of Montgomery and Prince George's			\$ 201	11/1 - 2/28	\$ 69										
			\$ 253	3/1 - 6/30	\$ 69										
			\$ 175	7/1 - 8/31	\$ 69										
			\$ 250	9/1 - 9/30	\$ 69										

FY2018 DNFSB Frequently Visited Destinations

Effective 1/1/2018

Per Diems and Local Airports In State Order			FY2018 PER DIEM RATES			FY2018 CONTRACT CARRIERS TO/FROM DC AREA (ROUNDTRIP FARES)									
St	TDY Location	Sites	Lodging	(Seasonal)	M&IE	Airport Code	National	N/C^		Dulles	BWI Marshall				
CA	Livermore	LLNL	\$ 171	10/1 - 10/31	\$ 69	OAK	\$772.00	WN	C	\$736.00	DL	C	\$994.00	WN	N
	Livermore	LLNL	\$ 152	11/1 - 12/31	\$ 69	SFO	\$672.00	UA	N	\$672.00	UA	N	\$708.00	UA	N
	Livermore	LLNL	\$ 171	1/1 - 9/30	\$ 69										
CA	Los Angeles		\$ 173		\$ 64	LAX	\$692.00	AA	N	\$438.00	UA	N	\$550.00	WN	N
CA	San Diego		\$ 153	10/1 - 12/31	\$ 64	SAN	\$554.00	AA	C	\$912.00	UA	N	\$990.00	WN	N
	San Diego		\$ 167	1/1 - 7/31	\$ 64										
	San Diego		\$ 153	8/1 - 9/30	\$ 64										
CA	San Francisco		\$ 302	10/1 - 10/31	\$ 74	SFO	\$672.00	UA	N	\$672.00	UA	N	\$708.00	UA	N
	San Francisco		\$ 222	11/1 - 12/31	\$ 74										
	San Francisco		\$ 276	1/1 - 8/31	\$ 74										
	San Francisco		\$ 302	9/1 - 9/30	\$ 74										
CO	Denver		\$ 180		\$ 69	DEN	\$820.00	UA	N	\$774.00	UA	N	\$522.00	WN	N
DC	District of Columbia (see right)		\$ 250	10/1 - 10/31	\$ 69	Includes: In VA - cities of Alexandria, Fairfax and Falls Church, and counties of Arlington, Loudoun & Fairfax;									
	District of Columbia (see right)		\$ 201	11/1 - 2/28	\$ 69	In MD - counties of Montgomery and Prince George's									
	District of Columbia (see right)		\$ 253	3/1 - 6/30	\$ 69										
	District of Columbia (see right)		\$ 175	7/1 - 8/31	\$ 69										
	District of Columbia (see right)		\$ 250	9/1 - 9/30	\$ 69										
FL	Orlando		\$ 129	10/1 - 3/31	\$ 59	MCO	\$338.00	AA	N	\$578.00	UA	N	\$686.00	WN	N
	Orlando		\$ 121	4/1 - 7/31	\$ 59										
	Orlando		\$ 129	8/1 - 9/30	\$ 59										
GA	Augusta	SRS	\$ 101		\$ 59	AGS	\$458.00	AA	C	\$424.00	AA	C	\$578.00	DL	C
						CAE	\$778.00	AA	N	\$778.00	UA	N	\$592.00	DL	C
ID	Idaho Falls	INL	\$ 93		\$ 51	IDA	\$1,078.00	DL	C	\$1,124.00	DL	C	\$1,190.00	UA	C
MA	Boston/Cambridge		\$ 287	10/1 - 11/30	\$ 69	BOS	\$176.00	AA	N	\$218.00	B6	N	\$192.00	WN	N
	Boston/Cambridge		\$ 169	12/1 - 2/28	\$ 69										
	Boston/Cambridge		\$ 267	3/1 - 8/31	\$ 69										
	Boston/Cambridge		\$ 287	9/1 - 9/30	\$ 69										
MD	Baltimore		\$ 160	10/1 - 11/30	\$ 69	BWI	N/A			N/A			N/A		
	Baltimore		\$ 121	12/1 - 2/28	\$ 69										
	Baltimore		\$ 161	3/1 - 6/30	\$ 69										
	Baltimore		\$ 140	7/1 - 8/31	\$ 69										
	Baltimore		\$ 160	9/1 - 9/30	\$ 69										
NM	Albuquerque	SNL	\$ 93		\$ 51	ABQ	\$504.00	AA	C	\$754.00	UA	C	\$678.00	WN	N
NM	Carlsbad	WIPP	\$ 125		\$ 54	ELP	\$656.00	AA	C	\$600.00	AA	C	\$678.00	AA	C
						ROW	\$1,236.00	AA	C	\$966.00	AA	C	non con		
						MAF	\$730.00	AA	C	\$692.00	AA	C	non con		

FY2018 DNFSB Frequently Visited Destinations

Effective 1/1/2018

Per Diems and Local Airports In State Order			FY2018 PER DIEM RATES			FY2018 CONTRACT CARRIERS TO/FROM DC AREA (ROUNDTRIP FARES)									
St	TDY Location	Sites	Lodging	(Seasonal)	M&IE	Airport Code	National	N/C^		Dulles	BWI Marshall				
NM	Los Alamos	LANL	\$ 93		\$ 51	ABQ	\$504.00	AA	C	\$754.00	UA	C	\$678.00	WN	N
NM	Santa Fe		\$ 119	10/1 - 12/31	\$ 64	SAF	\$846.00	AA	C	\$756.00	AA	C	\$734.00	UA	C
	Santa Fe		\$ 97	1/1 - 2/28	\$ 64										
	Santa Fe		\$ 119	3/1 - 9/30	\$ 64										
NV	Las Vegas	NTS	\$ 106	10/1 - 12/31	\$ 64	LAS	\$628.00	AA	N	\$502.00	UA	N	\$710.00	WN	N
	Las Vegas	NTS	\$ 134	1/1 - 3/31	\$ 64										
	Las Vegas	NTS	\$ 106	4/1 - 9/30	\$ 64										
OH	Columbus		\$ 119		\$ 59	CMH	\$388.00	AA	N	\$854.00	UA	N	\$450.00	WN	N
SC	Aiken		\$ 96		\$ 59	AGS	\$458.00	AA	C	\$424.00	AA	C	\$578.00	DL	C
TN	Oak Ridge	ORNL/OR12	\$ 93		\$ 51	TYS	\$886.00	AA	N	\$410.00	UA	N	\$600.00	DL	C
TX	Amarillo	PANTEX	\$ 93		\$ 51	AMA	\$766.00	AA	C	\$550.00	AA	C	\$720.00	AA	C
VA	Blacksburg		\$ 108		\$ 59	ROA	non con			\$306.00	UA	N	non con		
VA	Charlottesville		\$ 128		\$ 69	CHO	non con			non con			non con		
WA	Richland	HFD	\$ 96		\$ 59	PSC	\$916.00	DL	C	\$998.00	AS	C	\$798.00	AS	C
WA	Seattle		\$ 179	10/1 - 5/31	\$ 74	SEA	\$598.00	AS	N	\$466.00	UA	N	\$480.00	WN	N
	Seattle		\$ 244	6/1 - 9/30	\$ 74										
WV	Shepherdstown		\$ 93		\$ 51										
Supplemental Travel Information															
Mileage Reimbursement rates for Privately Owned Vehicles (effective January 1, 2018):															
GSA has established the mileage reimbursement rates for federal employees who use privately owned vehicles while on official travel															
The rates for the use of these modes of transportation are as follows:															
Airplane - \$1.21 per mile															
Automobile rates:															
0.545 cents per mile (use of personal owned automobile for government business)															
0.18 cents per mile (when authorized to use Government Owned Automobile)															
Motorcycle - 0.515 cents per mile															
Automobile during relocation only: 0.18 cents per mile															
Meals and Incidental Expense Breakdown:															
If meals are furnished by the Government or included in registration fees, the allowance for Meals and Incidental Expenses (M&IE) must be reduced by the appropriate amount below. You will still receive the amount allowed for incidental expenses															
	M&IE Rate	\$51	\$54	\$59	\$64	\$69	\$74								
	Breakfast	11	12	13	15	16	17								
	Lunch	12	13	15	16	17	18								
	Dinner	23	24	26	28	31	34								
	Incidentals	5	5	5	5	5	5								
	First and Last Day of Travel	\$38.25	\$40.50	\$44.25	\$48.00	\$51.75	\$55.50								



Graduate Studies

Welcome to the Graduate Studies page. The links on this page are designed to assist staff members who are pursuing advanced engineering degrees. Most graduate schools require undergraduate transcripts, recommendations, a statement of purpose, and the graduate record examination (GRE). The specific requirements for each school can usually be found on the graduate admissions page including the deadline for the submission of all materials.

Princeton Review

Explore schools and careers, prepare for standardized tests and entrance exams, research scholarships and financial aid options and more.

ETS - Educational Testing Service

The source for information about graduate school entrance exams. The GRE program provides tests, publications, and services that assist graduate schools and departments in admissions activities, guidance and placement, program evaluation, and selection of fellowship recipients.

DC Universities

- [University of Maryland](#)
 - [Professional Education](#)
- [Johns Hopkins University](#)
 - [Professional Education](#)
- [George Washington University](#)
- [Catholic University of America](#)
 - [Professional Education in Nuclear Environmental Protection](#)

Other Universities

- [University of Illinois at Urbana-Champaign](#)
 - [Distance Learning](#)
- [Georgia Institute of Technology](#)
 - [Distance Learning](#)
 - [Professional Education](#)

Related Pages

- [Training Homepage](#)
- [Graduate Studies](#)
- [Short Courses](#)
- [Training Web Site](#)
- [Leadership Training](#)
- [AgLearn Training System](#)
- [Tech Training](#)

- [Massachusetts Institute of Technology](#)
- [University of California Berkeley](#)
- [Princeton University](#)
- [Virginia Tech](#)
- [Penn State University](#)
 - [Distance Learning](#)
- [Stanford University](#)
 - [Distance Learning](#)
- [Columbia University](#)
 - [Distance Learning](#)
- [Purdue University](#)
 - [Distance Learning](#)

Statement of Purpose Examples

Websites

Department of Energy

- [Department of Energy Home \(energy.gov\)](#)
- [National Nuclear Security Administration](#)
- [DepRep to DNFSB](#)
- [Directives](#)
- [DOE Technical Standards Program](#)
- [DOE National Phone Directory](#)
- [Facility Representative Locator](#)
- [ORPS System \(secure\)](#)

Commuter Information

- [WMATA Metro](#)
- [VRE Trains](#)
- [MARC Trains](#)
- [Threat Advisory Status](#)
- [OPM Government Status](#)
- [Traffic Conditions](#)
- [Traffic Cameras](#)
- [Weather Forecast for DC](#)

Travel Sites

- [DOE Sites Travel Information](#)
- [FedRooms](#)
- [GSA Contract City-Pairs Fare Finder](#)
- [GSA Contract City-Pairs Fact Sheets](#)
- [GSA Domestic Per-Diem Rate Finder](#)
- [GSA Fed Travel](#)
- [MapQuest](#)
- [Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates](#)
- [Travel Card Training \(GSA\)](#)

Human Resources

- [BPD Customer Access Page](#)
- [NEC Employee Personal Page](#)
- [Thrift Savings Plan](#)
- [FSAFEDS \(Health/Dependent Care\)](#)
- [BENEFEDS \(Vision/Dental\)](#)
- [Long Term Care Insurance](#)
- [CHECKBOOK Tool](#)
- [EOH "WorkLife For You"](#)
- [USA JOBS](#)
- [HR Points of Contact](#)

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[Training](#)

[Travel](#)



Documents ▸ Group Weekly Reports 2016-2017 Group Weeklies

Weekly Reports on Nuclear Topics by the DNFSB Technical Groups
groupweekly@sp.dnfsb.gov

<input type="checkbox"/> Type	Name	Week Ending Date	Published Date	OTD Groups	Strategic Plan Reference	Sent to DOE for Review	Cleared by DOE
	NMPS Week Ending December 29 2017	12/29/2017	1/4/2018	▼ WP	I		
	NWP Week Ending December 29 2017	12/29/2017	1/4/2018	NWP	I		
	NPA Week Ending DEC 29 2017	12/29/2017	1/4/2018	NPA			
	NFDI Week Ending December 29, 2017	12/29/2017	1/4/2018	NFDI			
	NMPS Week Ending December 22, 2017	12/22/2017	12/28/2017	NWP	I		
	NWP Week Ending December 22 2017	12/22/2017	12/28/2017	NWP	I		
	NWP Week Ending December 15 2017.R0	12/15/2017	12/21/2017	NWP	I		
	NWP Week Ending December 8, 2017.R0	12/8/2017	12/14/2017	NWP	I		
	NWP Week Ending December 1, 2017.R0	12/1/2017	12/7/2017	NWP	I		
	NWP Week Ending November 24, 2017	11/24/2017	11/30/2017	NWP	I		
	NWP Week Ending November 17, 2017.R0	11/17/2017	11/22/2017	NWP	I		
	NWP Week Ending November 10, 2017	11/10/2017	11/16/2017	NWP	I		
	NWP Week Ending November 3, 2017	11/3/2017	11/9/2017	NWP	I		
	NFDI Week Ending November 3, 2017	11/3/2017					
	NWP Week Ending October 27 2017.R0	10/27/2017	11/2/2017	NWP	I		
	NWP Week Ending October 20 2017.R0	10/20/2017	10/26/2017	NWP	I		
	NWP Week Ending October 13, 2017.R0	10/13/2017	10/19/2017	NWP	I		
	NWP Week Ending October 6, 2017	10/6/2017	10/12/2017	NWP	I		
	NWP Week Ending September 29, 2017	9/29/2017	10/5/2017	NWP	I		
	NWP Week Ending September 22 2017.R0	9/22/2017	9/28/2017	NWP	I		
	NWP Week Ending September 15 2017.R0	9/15/2017	9/21/2017	NWP	I		
	NWP Week Ending September 8, 2017.R0	9/8/2017	9/14/2017	NWP	I		
	NPA Week Ending AUG 25 2017	9/1/2017	8/31/2017			9/1/2017	
	NWP Week Ending September 1 2017.R0	9/1/2017	9/7/2017	NWP	I		
	NWP Week Ending August 25 2017	8/25/2017	8/31/2017	NWP	I		
	NPA Week Ending AUG 18 2017	8/25/2017		NPA		9/1/2017	
	NWP Week Ending August 18, 2017	8/18/2017	8/24/2017	NWP	I		
	NMPS Group Weekly for Week Ending August 18 2017	8/18/2017	8/24/2017	NWP	I		
	NMPS Group Weekly for Week Ending August 25 2017	8/18/2017	8/24/2017	NWP	I		
	NWP Week Ending August 18, 2017-1	8/18/2017	8/24/2017	NWP	I		



H1N1 Disinfection Procedures

Cleaning and surface disinfection in homes, schools, and businesses:

The adherence to good personal hygiene, proper hand hygiene, respiratory hygiene, and cough etiquette is especially important for preventing the spread of influenza in non-healthcare settings in the community.

Use of the EPA list is recommended but household products (Lysol or soap and water) are also effective. Viruses can be inactivated by many low- or intermediate level disinfectants containing any of the following ingredients:

- a. chlorine or hypochlorite
- b. aldehydes
- c. quaternary ammonium compounds [quats]
- d. phenolics
- e. alcohols
- f. peroxygen compounds

Environmental infection control for non-healthcare settings focuses on regular cleaning for most surfaces and targeted use of disinfection for surfaces touched frequently by hand.

Here are the key points for cleaning and surface disinfection in homes, schools, and businesses:

- a. Establish regular schedules for frequent cleaning of high-touch surfaces (for example, bathrooms, doorknobs, elevator buttons, and tables).
- b. Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees or other users before each use. Wipe frequently touched electronic items (e.g., remote controls, hand-held gaming devices) with hand-sanitizer cloths.
- c. Encourage concerned employees to clean high-touch surfaces prior to use.
- d. Keep housekeeping surfaces and countertops clean of visible soil by cleaning with detergents and water or proprietary cleaners, followed by rinsing with water. Repeated application of disinfectants to table and desktop surfaces is

Related Pages

[Preparedness Plan for Pandemic Influenza \(PPPI\) Homepage](#)

[H1N1 Disinfection Procedures](#)

- unnecessary. Frequent use of room air deodorizers to disinfect the air is not recommended.
- e. Follow label instructions carefully when using disinfectants and cleaners, noting any hazard advisories and indications for using personal protective items (such as household gloves). Do not mix disinfectants and cleaners unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can be harmful, resulting in serious injury or death.
 - f. Clean and disinfect bathroom surfaces on a regular basis using EPA-registered detergent/disinfectants. Alternatively, clean surfaces first with detergent and water and then disinfect with an EPA-registered disinfectant in accordance with manufacturer instructions. (Note: Disinfectant products available in grocery stores or hardware stores are all EPA-registered.)
 - g. If EPA-registered disinfectants are not available, use a dilute solution (1:100 volume/volume, approximately 600 parts per million [ppm]) of household chlorine bleach (sodium hypochlorite) to disinfect bathroom surfaces. To prepare this solution, add ¼ cup of bleach to a gallon of clean water, or 1 tablespoon of bleach to a quart of clean water. Apply to a cleaned surface, preferably with a cloth moistened with the bleach solution, and allow the surface to remain wet for minimally 3 - 5 minutes (13).
 - h. Clean and disinfect commonly touched surfaces in the home with a detergent/disinfectant in accordance with label instructions (e.g., microwaves, refrigerator door handles, door handles).
 - i. Carry hand-sanitizer cloths in cars to use on hands and surfaces in cars.

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Airports

Name	City	State	Primary/Secondary	Connecting Airports	Notes/Directions	Edit
Tri-Cities Airport (PSC)	Pasco	WA	Primary	Seattle, WA - Sea-Tac Airport (SEA) Salt Lake City, UT - Salt Lake City International Airport (SLC) Denver, CO - Denver International Airport (DEN)		
Sea-Tac Airport (SEA)	Seattle	WA	Secondary		Drive to Richland, WA	

Hotels

Name	Address	City	State	Zip	Phone	Edit
Courtyard Marriott	480 Columbia Point Dr	Richland	WA	99352	(509) 942-9400	
Hampton Inn	486 Bradley Blvd	Richland	WA	99352	(509) 943-4400	
Red Lion	802 George Washington Way	Richland	WA	99352	(509) 946-7611	
Hilton Garden Inn	701 North Young Street	Kennewick	WA	99336	(509) 735-4600	
TownePlace Suites	591 Columbia Point Drive	Richland	WA	99352	(509) 943-9800	
Homewood Suites Richland	1060 George Washington Way	Richland	WA	99352	(509) 371-1550	

Restaurants

Name	Address	City	State	Zip	Phone	Cuisine	Edit
Atomic Ale Brewpub & Eatery	1015 Lee Blvd	Richland	WA	99352	(509) 946-5465	American	
3 Margaritas	627 Jadwin Avenue	Richland	WA	99352	(509) 946-7755	Mexican	
Monterosso's	1026 Lee Blvd	Richland	WA	99352	(509) 946-4525	Italian	
Anthony's	550 Columbia Point Dr	Richland	WA	99352	(509) 946-3474	Seafood	
Fox and Bear Public House	430 George Washington Way	Richland	WA	99352	(509) 946-7777	Beer and Dinner	
Casa Mia	608 The Parkway	Richland	WA	99352	(509) 946-0500	Italian	
Apollo Greek Restaurant	620 Cullum Ave	Richland	WA	9352	(509) 943-9841	Greek	
Brick House Pizza	3791 Van Gieson Street	West Richland	WA	99353-5031	(509) 967-3733	Pizzeria	
Tagaris Winery	844 Tulip Lane	Richland	WA	99352	(509) 628-1619	Continental	
Sterling's Famous Steak	890 George Washington Way	Richland	WA	99352	(509) 943-1588	American	
Chapala Express	1028 Lee Boulevard	Richland	WA	99352	(509) 943-6589	Mexican	
Fat Olive's	255 Williams Blvd	Richland	WA	99354	(509) 946-6404	American	
Spudnut Shop	228 Williams Blvd	Richland	WA	99354	(509) 943-3000	Continental	
Stone Soup	703 The Parkway	Richland	WA	99352	(509) 943-4542	Continental	
Amici's East Coast Pizzeria	94 Lee Boulevard	Richland	WA	99352	(509) 942-1914	Italian	
Jackson's Sports Bar	99 Lee Boulevard	Richland	WA	99352	(509) 946-8118	American	
Rosy's Ice Cream & Diner	404 Bradley Blvd	Richland	WA	99352	(509) 943-0102	Continental	
R F McDougalls	1705 Columbia Park Trail	Richland	WA	99352	(509) 735-6418	American	
Bella Italia	7000 West Okanogan Place	Kennewick	WA	99336	(509) 783-1701	Italian	

Addresses

Titles	Address
US Mail	Attn: Padraic Fox (or David Gutowski), Stop S7-04 DNFSB Resident Inspector 2420 Stevens Center Place Richland, WA 99352
UPS	Attn: Padraic Fox (or David Gutowski), Stop S7-04 DNFSB Resident Inspector 2420 Stevens Center Place Richland, WA 99352

Visitor Information

All visitors to the Hanford site or the associated DOE and contractor offices in-town are required to stop by the Visitor Control Center before proceeding to any facility or office building associated with Hanford.

Visitors will receive a safety **orientation pamphlet** and be asked to sign a roster. Other preparations (such as dosimetry, special access, etc.) are made as needed at the Visitor Control Center depending on which Hanford facility is being visited. Visitor Control Center personnel can also enter access codes on your DNFSB badge so you will have access to secure areas in the Federal Building as well as at the Office of River Protection building at 2440 Stevens Center Drive.

DNFSB Liaisons notify the Visitor Control Center in advance so they know whom to expect, and the necessary paperwork is prepared ahead of time in order to ensure the check-in process is completed as quickly and smoothly as possible.

The Visitor Control Center is located in the Federal Building, at 825 Jadwin Avenue, Richland, WA, on first floor, just past the elevators. Their hours are 7:00-4:30, Mon-Thurs, and 7-3:30 on Fridays. For additional information contact the Visitor Control Center at (509) 376-6884, or a DNFSB Liaison.



Hatch Act

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- [Permitted Political Activity for all Federal Employees of the Board](#)
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[Board Authority to Issue Advice to the Secretary](#)

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[Hatch Act](#)

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Hatch Act

The Hatch Act (Political Activities Information) Overview

- Restricts Federal employee activity in partisan political campaigns
- **Does not apply to nonpartisan** political campaigns
- There are **special exceptions** for local elections in the **Washington, DC Metropolitan Area**
- Applies to all **Federal full time and part time employees**, including the Board and all DNFSB staff
 - There are **special exceptions for Board Members and Senior Executive Service**

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Illegal Political Activity for all Federal employees of the Board

- Use of official authority or influence to **interfere** with an election
- **Solicitation or discouragement** of political activity of anyone doing business with the Board
- Solicitation or receipt of **political contributions**
- **Being a candidate** for public office in **partisan elections**
 - An employee who holds an elected position at the time hired or is appointed while employed as a Federal employee may continue to hold such position but may not run for re-election
- Engagement in **political activity while**
 - On duty
 - In a government office
 - Employees may engage in partisan political activities in any non-government leased portions of DNFSB Headquarters
- Wearing a partisan political button or **displaying campaign material** while on duty

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Permitted Political Activity for all Federal Employees of the Board

- Being a candidate in a **nonpartisan election**
 - If a candidate solicits funds or support from a partisan entity or publicly identifies himself with such identity, he will be considered a partisan candidate
- **Registration and voting**
- Assistance in **registration drives**
- **Expression of opinions** regarding candidates and issues
- **Contribution** of money to political organizations
- **Active campaigning** for a **partisan** political candidate

- Attendance at, organization of, or speaking engagement at **fund raising** functions
 - But **may not** be listed as a sponsor or attempt to solicit or receive funds
- Attendance at and participation in **political rallies** and meetings
- Serving as a delegate at a **local or national convention**
- Making **campaign speeches** for candidates
- Distributing **campaign literature**
- **Joining and participating in management** of political parties or clubs
- Signing **nominating petitions**
- Campaigning for or against **referendum questions, constitutional amendments, municipal ordinances**

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Special Exemptions for Employees other than Board Members and SES Residing in the Metropolitan Washington, DC area

- **Applies** to partisan elections for local office
- **Permitted Activity**
 - May run as independent candidates
 - May solicit, accept or receive political contributions on behalf of independent candidate EXCEPT from a federal employee
 - May accept or receive a political contribution for a partisan candidate EXCEPT from subordinate
 - May solicit, accept or receive uncompensated volunteer services for the above three instances EXCEPT from a subordinate

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Special Restrictions on Board Members and the Senior Executive Service

Illegal Activity

- **Running for public office** in partisan elections
- **Campaigning** for or against candidates in partisan elections
 - Making **campaign speeches**
 - Collecting contributions or selling tickets to political **fund raising functions**
 - Distributing **campaign material** in partisan elections
 - Organizing or managing **political rallies** or meetings
 - Employees **may** attend rallies but **may not** carry any signs or participate in any way
 - **Circulating nominating petitions**
- Working to **register voters** for one party only
 - Employees **may** work at nonpartisan registration drives
- Wearing a partisan political button or **displaying campaign material** while on duty

Permitted Activity

- **Registering and voting**
- **Expressing opinions** about candidates and issues
- Participating in campaigns where **none** of the candidates represent a political party
- Contributing money to political organizations or attending political **fund raising** functions
- Joining **political clubs** or parties
 - Employees **may not** hold a management position
- **Signing nominating petitions**
- Campaigning for or against **referendum questions, constitutional amendments, municipal ordinances**

Special Exemptions for Board Members and SES Residing in the Metropolitan Washington, DC area

- **Applies** to partisan elections for local office
- **Permitted Activity**
 - May run as **independent** candidate
 - May solicit, accept or receive **political contributions** on behalf of **independent** candidates
 - **May not** solicit from a Federal employee
 - **May not** accept or receive a contribution from a subordinate
 - May solicit, accept or receive **uncompensated volunteer services** in the preceding two instances EXCEPT from a subordinate

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Penalties for Violations

- **Minimum** - 30 day suspension without pay
- **Maximum** - removal

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Additional Warnings

- **Forwarding emails** on a government computer, even emails not received at your government email address, may be considered a violation of the Hatch Act

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The Hatch Act: Frequently Asked Questions on Federal Employees and the Use of Social Media and Email

[Hatch Act Guidance for Social Media](#)

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Additional Information

- Please contact Neysa M. Slater-Chandler **(b) (6)** with any questions.

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Health & Wellness

Federal Occupational Health

The Defense Nuclear Facilities Safety Board has established an agreement with the Department of Health and Human Services (DHHS), Federal Occupational Health Service (FOH) to provide a broad array of comprehensive occupational health consultations and services, including those that incorporate clinical, environmental, safety, industrial hygiene, disability management, wellness-fitness, and laboratory components for its employees. FOH's team of occupational and environmental health professionals also provide a variety of behavioral health related services including employee assistance, counseling, organizational development, and work/life programs.

Employees interested in occupational health services may contact the Division of Human Resources or the FOH health center located in Room G-2 at the National Archives and Records Administration Building at 700 Pennsylvania Avenue, N.W., Washington, DC 20408-0001 at (202) 357-5044 for more information about basic occupational health services, physical examinations, wellness screenings, and related health outreach programs.

Employees interested in employee assistance and counseling services may contact the Division of Human Resources or the FOH Employee Assistance helpline at 1-800-222-0364, or online at <http://www.foh.dhhs.gov/>, for more information about the FOH Employee Assistance Program (EAP). EAP services are confidential and free to all employees, and in most cases their immediate family members. And, if additional help is needed, EAP can help identify affordable care through employee health plans and/or other community services.

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The Defense Nuclear Facilities Safety Board is an independent organization within the executive branch of the United States Government, chartered with the responsibility of providing recommendations and advice to the President and the Secretary of Energy regarding public health and safety issues at Department of Energy defense nuclear facilities.

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How Laws Affecting the Board Are Made

There are two bills that are promulgated into law every year which control what the Board does: the National Defense Authorization Act and the Energy and Water Development Appropriations Act. Other bills may also be introduced that could affect the Board. The National Defense Authorization Act originates in the House and Senate Armed Services Committees and authorizes operation and activities of the Board. The Energy and Water Development Act originates in the House and Senate Appropriations Committee, Energy and Water Subcommittee and appropriates annual operating funds for the Board to carry out the duties set forth in the Authorization Act.

Every year, executive branch agencies submit their budget requests to Congress by the first Monday in February which is a precursor for the Energy and Water Development Appropriations Act. After receiving agencies' budget request, Congressional subcommittees analyze the needs and performance of agencies against Congress's own priorities for agencies. Work on the Authorization Act usually begins around the same time, but does not deal with the budget request.

During the months of February, March, and April, Congressional committees and subcommittees request that executives of agencies testify before them to explain their agency's budget request and to respond to questions about their agency's activities.

Usually around May, members of the House and Senate introduce a bill containing a draft of what they believe is the best guidance and financial appropriation for an agency. That bill is referred to a subcommittee for review. Changes in the bill are known as a "mark up." After agreement is met in the subcommittee through voting, the bill is sent to the full committee for review. The full committee will make changes known as "amendments" to the bill and will then vote on the bill. When the bill passes the committee, the committee issues ("reports out") a committee report which describes the purpose and scope of the bill, containing specific direction and opinions of the committee for the affected agency. After the full committee votes on the bill, the bill is reported out to the Rules Committee for a vote.

At this point, the report is made available to the full chamber. In the House, the members must have a written form of the bill for three days before a vote may be held. The final copy of the bill, as passed, is called an "engrossed bill." The engrossed bill is then placed on the calendar of the other chamber of Congress. For the National Defense Authorization Act and the Energy and Water Development Appropriations Act this typically occurs in June or July.

A bill regarding the same agency direction and/or funding may be drafted by the other chamber of Congress during the same time. This bill is known as a companion bill.

The engrossed bill will go through a similar process in the other chamber. The committee may add amendments or reject the bill offering its own companion bill. The full chamber will vote on the bill. This bill will have differences from the bill agreed to in the other chamber.

To reconcile the two versions a Conference is requested. This Conference consists of relevant committee members from both chambers. The conferees may only consider matters in disagreement. Once the Conferees vote on the revised bill, the Conference reports out the bill to each chamber. As with the committee report, the conference report contains direction from the conferees and an explanation of changes along with the bill language. If either of the full chamber do not affirmatively vote on the bill, then a new Conference is called. If both chambers agree on the Conference changes, the bill becomes an "enrolled bill." This typically occurs in the fall. The enrolled bill is printed on parchment paper, signed by appropriate House and Senate officials, and submitted to the President for signature.

The President usually signs the enrolled bill in the winter. If the legislative calendar becomes full, the bills can be combined with other bills not yet voted on or signed by the President. This bill is called an omnibus bill. After the president signs the bill, it becomes a "Public Law."

If the President does not sign a bill before the end of a fiscal year, September 30th, the government will not have an operating budget unless Congress signs a Continuing Resolution. This happens almost every year. Congress will continue passing Continuing Resolutions until all necessary bills are passed by Congress and signed into law by the President.

Some agencies serve such a necessary function that they are authorized to use carry-over money from past fiscal years to continue operating in the absence of a continuing resolution. The Board is one such agency.

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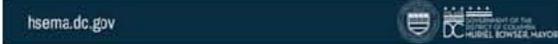


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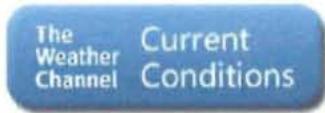


Idaho National Laboratory

Idaho National Laboratory Sharepoint Site

Points of Contact

Titles	Name	Email	Office Phone	Mobile Phone	Pager	Fax	Office Number
DNFSB Cognizant Engineer	Ray Daniels	(b) (6)	(b) (6)			(b) (6)	
Alternate Cognizant Engineer	Bradford Sharpless	(b) (6)	(b) (6)	(b) (6)		(b) (6)	(b) (6)
DNFSB Resident Inspector	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Site Office Liaison	Greg Hayward	haywardg@id.doe.gov	(208) 526-5925	(208) 569-0156			
Contractor Liaison	(b) (6)	(b) (6)	(b) (6)	(b) (6)			
Contractor Liaison	(b) (6)	(b) (6)	(b) (6)	(b) (6)		(b) (6)	
Departmental Rep. Contact	Daniel Sigg	daniel.sigg@hq.doe.gov	(202) 586-1857				
Other Contacts	Mark Brown AM/Nuclear Safty Performance	brownmc@id.doe.gov	(208) 526-7065	(208) 520-9169		(208) 526-7245	
Other Contacts	Jim Cooper AM/EM	cooperjr@id.doe.gov	(208) 526-5698	(208) 521-9888			
DOE Site Manager	Rick Provencher	provenrb@id.doe.gov	(208) 526-7300	(208) 521-3840		(208) 526-0542	



Airports

Name	City	State	Primary/Secondary
Idaho Regional Airport (IDA)	Idaho Falls	ID	Primary

Hotels

Name	Address	City	State	Zip	Phone	Fax	Edit
Residence Inn	635 West Broadway	Idaho Falls	ID	83402	(208) 542-0000	(208) 542-0021	
Fairfield Inn	1293 W Broadway St	Idaho Falls	ID	83402	(208) 552-7378	(208) 552-7379	
LeRitz Hotel	720 Lindsay Blvd	Idaho Falls	ID	83402	(208) 528-0880	(208) 528-9929	

Restaurants

Name	Address	City	State	Zip	Phone	Cuisine	Edit
Jaker's Restaurant	851 Lindsay Blvd	Idaho Falls	ID	83402	(208) 524-5240	Bar & Grill	

Sandpiper Restaurant

750 Lindsay Blvd

Idaho Falls

ID

83402

(208) 524-3344

Seafood

Type	Name	Fiscal Year	Comments
	April 2016 Status Update for FISMA FY 2011 Rept 15.A.02	2016	IG response to update is pending.
	April 2016 Status Update for Info Sec Audit Rept 16-A-02	2016	Three recommendations remain resolved. Next update due 8.19.16.
	April 2017 Status Update on Info. Security Program DNF5B 16-A-02	2017	Based on this response recommendation 2 is closed and recommendation 3 remains resolved. Recommendation 1 was closed previously.
	August 2016 Status Update for Info Sec Audit Rept 16-A-02	2016	Status update includes a request to close recommendation 1 and an extension until 9.30.16 to implement recommendations 2 and 3.
	Board Directives and Supplementary Procedures Update Schedule	2016	Supporting documentation for DNF5B response to recommendation #3 in DNF5B-16-A-05
	DNF5B IG Status Update for FISMA FY 2011 15-A-02	2016	This update is being provided out of sequence and is requesting closure of recommendations 2, 7 and 9.
	DNF5B Response to Construction Audit recs 16.A.06	2016	Response to recommendations in DNF5B-16-A-06
	DNF5B response to the Final Policy Rept 16.A.05	2016	DNF5B Response to recommendations in report # DNF5B-16-A-05
	DNF5B Status Update to close rec. no. 6 in Policy Audit 16-A-05	2016	Out of sequence update provided to IG to close recommendation on 6.
	Feb 2016 Status Update for Travel Card Audit Rept 15-A-05	2016	IG closed recommendation. Three recommendations remain resolved. Next update is due to IG 9/5/16
	IG Response to DNF5B on Cybersecurity Act DNF5B-16-A-07	2016	Next status update to IG is due Jan. 27 2017
	July 2015 Status Update for Fin Statements for FY 2011 2013 Rept 15.A.03	2015	
	July 2015 Status Update for FISMA FY 2011 Rept 15.A.02	2015	All recommendations remain resolved.
	June 2015 Status Update for Purchase Card Audit 1. A.01	2015	All recommendations are now closed.
	June Status Update for Travel Card Audit Rept 15-A-05	2016	This status update was provided out of sequence.
	NOV 2015 Status Update for FISMA FY 2011 Rept 15.A.02 FIN	2015	IG closed recommendations 1, 3, 5, 6 and 8. Recs 2, 7 and 9 remain resolved.
	Oct 2015 Status Update for Fin Statements for FY 2011 2013 DNF5B 15.A.03	2015	IG closed the final recommendation.
	IG CLOSURE OF RECOMMENDATIONS, Audit of the Board's Travel Card and Travel Program (DNF5B-15-A-05)	2016	All recommendations from this audit are now closed.
	IG Response to Board Response Dated 03/17/17(BWX)	2017	Four recommendations were closed. Recs 2 and 6 remain resolved. Next update is due September 29 2017.
	IG Response to Board Status Update on Construction Audit recommendations Dated 03/27/17(BWX)	2017	The next status update is due to IG 11/30/17
	IG Response to Board Status Update on Cybersecurity recommendations	2017	The Next status update is due September 1 2017.
	IG Response to Board Status Update on Cybersecurity recommendations	2017	Next status update is due to IG April 3 2017. Two recommendations remain open.
	ig response CLOSING ALL FOIA 1 -A-02 RECOMMENDATIONS	2015	Two recommendations remain resolved. Next update is due August 21 2017.
	IG RESPONSE CLOSING FINAL RECOMMENDATION IN 15-A-03	2015	IG CLOSES ALL FOIA RECOMMENDATIONS.
	IG response status update on Information Security Program Audit 16-A-02	2016	ALL RECOMMENDATIONS FROM FISCAL STATEMENT Audit DNF5B-15-A-03 are now closed.
	ig response to agency response dated 09/28/16 (BXK)	2016	RECOMMENDATION 1 IS NOW CLOSED.
	ig response to agency response dated 102 16 (BXK)	2016	ALL RECOMMENDATION for DNF5B-15-A-02 Independent Evaluation of the Board's Implementation of FISMA for FY 2011 ARE NOW CLOSED.
	IG Response to Agency Response on Telework Audit Recommendations	2017	IG response on October 2015 status update for remaining recommendations. Next update is due 3/8/17.
	IG response to agency update on Information Security	2017	All Telework Audit recommendations are resolved. Next status update to IG is due 10/30/17
		2017	Recommendation 1 remains resolved. The next status update is due to IG on 10/31/17.

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	IP.Y16.NWP.W76.NESS.RD	W76 Nuclear Explosive Safety Study		3/20/2018			Persec	3/22/2018
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	IP.Y16.NWPS.F-Canyon.Selenic.Radonology.RD	F-Canyon Complex Revised Seismic Event Consequence Analysis		2/2/2018			Savannah River Site	2/2/2018
	IP.Y16.NWPS.WWP.Rev.w.of.Safety.GSCs.at.WWP.RD	Review of Safety Structures, Systems, and Components at the Waste Isolation Pilot Plant		2/1/2018			Waste Isolation Pilot Plant	2/2/2018
	IP.Y16.NWPS.ONRL.TSD.Review.R2	Oak Ridge National Laboratory Transmutation Safety Document Review		1/5/2018			Oak Ridge	1/5/2018
	IP.Y17.NWP.LLN.B322.Facility.Assessment.Review.Part.1.RD	LLN.B322 Facility Assessment Review Part 1.RD		1/5/2018			Lawrence Livermore	1/5/2018
	IP.Y16.NWP.Summary.of.the.Y-12.AAMP.RD	Summary of the Y-12 Aging Asset Management Program		12/26/2017			Y-12	1/ /2018
	IP.Y16.NWPS.Herford.and.Savannah.River.Site.Tank.Ferms.Structural.Integrity.Meeting.RD	Herford and Savannah River Site Tank Ferms Structural Integrity Meeting		12/20/2017			Herford; Savannah River Site	12/20/2017
	IP.Y16.NWPS.DL.Safety.Basis.Rev.w.at.DWTL.RD	Safety Basis Review at Idaho National Laboratory's Integrated Waste Treatment Unit		12/19/2017			Idaho	12/19/2017
	IP.Y16.NWPS.WP.vic.Sat.SD-1	Net-net TRU Program Enhanced Acceptable Knowledge Review		11/13/2017			Waste Isolation Pilot Plant	11/1 /2017
	IP.Y16.NWP.W76.Repair.Nuc.war.Explosive.Safety.Study.RD	W76 Repair Nuclear Explosive Safety Study		11/6/2017			Persec	11/6/2017
	IP.Y16.NWPS.LUF.Design.Review.r1-2.Link	Uranium Processing Facility Design Review		11/6/2017			Y-12	11/6/2017
	IP.Y16.NWPS.LUF.Uranium.AI.by.Air.RF_Testing.REV1	Nuclear Safety and Research Development Testing Results for Uranium-Alloys Airborne Release Fraction and Respirable Fraction		11/6/2017			Y-12	11/30/2017
	IP.Y16.NWPS.LAWPS.SDS.Update	Updated Safety Design Strategy for the Low-Activity Waste Pretreatment System		11/1/2017			Herford Office of River Protection	11/2/2017
	IP.Y17.NWPS.Safety.Basis.Implementation.at.DL.AKWTF	Review of Safety Basis Implementation at the Advanced Mixed Waste Treatment Project at Idaho National Laboratory		10/19/2017			Idaho	11/1/2017
	IP.Y16.NWP.Persec.Special.Tooing.Program.Review.(OOD)	Persec Plant Special Tooing Program Review (OOD)		10/7 /2017			Persec	10/26/2017
	IP.Y16.NWPS.NESS.Info.Paper.RD	W80 Nuclear Explosive Safety Study		10/20/2017			Lawrence Livermore	10/22/2017
	IP.Y16.NWP.TWF.FORR.RD	Federal Operational Readiness Review for the Startup of the Transuranic Waste Facility at LANL		10/20/2017			Los Alamos	10/23/2017
	IP.Y16.NWPS.WFP.PVF.W76.RD.Percat.Review.Report.Assessment.rD	Final Design Report to the Board on the Waste Isolation Pilot Plant Permanent Ventilation System Including the 90 Percent Design and the Preliminary Documented Safety Analysis		10/16/2017			Waste Isolation Pilot Plant	10/17/2017
	IP.Y16.NWPS.Tank.Integrity.Expert.Panel.Conclusion.Subgroup.Meeting.RD.docx	Tank Integrity Expert Panel Conclusion Subgroup Meeting		10/13/2017			Herford	10/13/2017
	IP.Y17.NWPS.August.2017.Event.w.Observations.Info.Paper.R3	Persec Plant August 2017 Functional Emergency Exercise		9/26/2017			Persec	9/29/2017
	IP.Y17.NWPS.DOE.Fourth.Quarter.De.Ivewid.w.For.Recommendation.2015-1.rv3	Fourth Quarter Deliverables for Recommendation on 2015-1		9/26/2017			Persec	9/26/2017
	IP.Y17.NWP.Y-12.NFEM.Electrical.Rev.w.RD	Review of the Y12 Complex and Building 920 -2E Electrical System at Y12		9/26/2017			Idaho	10/2/2017
	IP.Y17.NWPS.Tank.Integrity.Expert.Panel.Meeting	Tank Integrity Expert Panel Meeting		9/25/2017			Herford	9/26/2017
	IP.Y17.NWP.NWSS.Uta.Comp.w.FORR.RD	Uta Complex Federal Operational Readiness Review		9/19/2017			Nevada	9/19/2017
	IP.Y17.NWPS.WFP.Ground.Control.RD	Update on Ground Conditions at the Waste Isolation Pilot Plant		9/19/2017			Waste Isolation Pilot Plant	9/19/2017
	IP.Y17.NWPS.NFEM.Open.Issues.Analysis.Info.Paper.R2	Analysis of Site Open Emergency Preparedness and Response Issues		9/13/2017			A1 Site	9/13/2017
	IP.Y17.NWP.LANL.SANT.Seminar.Report.RD	Los Alamos National Laboratory Radiowave and Nondestructive Testing Shoring Field to Selenic Refractory Design		9/12/2017			Los Alamos	9/13/2017
	IP.Y17.NWPS.Tank.Ferm.Wireless.Safety.Instrumented.System.Upgrade	Review of Herford Tank Ferm Wireless Safety Instrumented System Upgrade		9/8/2017			Herford	9/11/2017
	IP.Y17.NWPS.LUF.Checked.SPT.Inspection.RD	Uranium Processing Facility Geotechnical and Structural Construction Review		9/8/2017			Y-12	9/8/2017
	IP.Y17.NWPS.Passive.Design.Features.at.the.Y12.NFEM	Passive Design Review Features at the Idaho Nuclear Technology and Engineering Center		9/8/2017			Idaho	9/8/2017
	IP.Y17.NWPS.Technical.Art.de.Solutions.Informed.Paper.V..RD	Improvng Access to Technical Articles		9/7/2017			NV	9/8/2017
	IP.Y17.NWPS.Recommendation.on.201...L.DOE.Order.151.LD.RD	Recommendation 201... Revised Directive Review		9/7/2017			DOE Headquarters	9/5/2017
	IP.Y17.NWPS.WTP.LAW.Electrical.Systems.Rev.w.RD	Waste Treatment and Immobilization Plant Electrical Systems Review		8/11/2017			Herford	8/1 /2017
	IP.Y17.NWPS.OSQ.Program.PRC.Process.TSR.Improvement.Plan.RD	Y-12 National Security Complex OSQ Procedure, PRC Process, and TSR Improvement Plan Review of the Transuranic Waste Processing Center Documented Safety Analysis		8/8/2017			Y-12	8/8/2017
	IP.Y17.NWPS.NWPS.TSR.OSQ.Review.OSQ.RD	Review of the Transuranic Waste Processing Center Documented Safety Analysis		8/ /2017			Oak Ridge	8/ /2017
	IP.Y17.NWP.NWSS.Uta.Comp.w.FORR.RD	Uta Complex Contractor Operational Readiness Review		8/ /2017			Nevada	8/7/2017
	IP.Y17.NWPS.LLN.Pu.Infrastructure.Update.RD	Los Alamos National Laboratory Plutonium Infrastructure Update		7/26/2017			Los Alamos	7/27/2017
	IP.Y17.NWPS.WFP.Commercial.Grade.Distillation.Review.rD	Los Alamos National Laboratory (LANL) Transuranic Waste Facility Commercial Grade Distillation Review		7/2 /2017			Los Alamos	7/2 /2017
	IP.Y17.NWPS.Complex.W.de.Review.of.TSD.RD	Complex Wide Review of Transported Safety Documents		7/21/2017			A1 Site	7/26/2017
	IP.Y17.NWPS.WFP.Spray.Leak.Methodology.rD	Waste Treatment and Immobilization Plant Updated Spray Leak Methodology		7/19/2017			Herford	7/20/2017
	IP.Y17.NWP.LLN.Info.Paper.DRAFT.OS.Comments.Rev.1	Operational Drift Program Abnormal Operating Procedures, Alarm Response Procedures, and Status of Operations and Maintenance Follow-Up Review, LLNL		7/18/2017			Lawrence Livermore	7/18/2017
	Site.F.Critical.By.Safety.Concern.Regarding.K-Area.Drain.Band.Operations.Link	Site F Critical By Safety Concern Regarding K-Area Drain Band Operations		7/17/2017			Savannah River Site	
	IP.Y17.NWPS.ANCSO.Meetings.RD	American Nuclear Society 2017 Annual Meeting and Critical Safety Support Group Meeting		7/13/2017				7/13/2017

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INITIAL STEPS NEEDED BEFORE YOU CAN TRAVEL

All employees must meet with the Division of Acquisition and Finance (DAF) to receive an orientation on travel and to complete one or more of the following, as applicable.

1. Complete the Travel Card Training prior to submitting an application for a Government Contractor-issued Charge Card (Government travel card).
2. Credit Report Release Form
3. Citibank Government Travel Card Application
4. Complete an Electronic Funds Transfer (Direct Deposit/EFT) Enrollment Form
5. Complete a Travel Profile in CONCUR once setup in CONCUR (CGE)

Government Contract Issued Travel Card—Individual Billed Account (IBA)

All employees except those exempted (see Operating Procedures (OP) 221.1-1, I-H.1) must apply for a Government travel card.

It is **mandatory** to use your Government travel card for all official travel expenses, except for exempted items. You can use the travel charge card at an ATM to withdraw cash for those expenses that have been exempted. The Administrator of GSA has exempted the following travel expenses from mandatory use of the card:

- (a) Expenses incurred at a vendor that does not accept the Government Contractor-issued travel charge card;
- (b) Laundry/dry cleaning;
- (c) Parking;
- (d) Local transportation system;
- (e) Taxi;
- (f) Tips;
- (g) Meals (when impractical, e.g., when not accepted or group meals);
- (h) Phone calls (when Government calling card is not available); and

- (i) Relocation allowances, except en route travel and house hunting trip expenses.

Note: When using your Government contractor-issued travel charge card to withdraw cash, the Board has established a maximum amount of \$100 per trip (based on a week) that can be withdrawn. Refer to the Board's Travel Operating Procedures (OP) 221.1-1, Chapter 1 Part I for more detailed guidance on using the ATM for a travel advance.

Common carrier tickets are purchased using the Board's centrally billed account (CBA). If the office is not open and you cannot reach the after-hours number for the Travel Management Center (TMC), you may use your Government travel card. (Refer to the Board's Travel Operating Procedures (OP) 221.1-1, Chapter 1 Part H for details on paying for travel expenses.)

Note: If a trip is cancelled or you do not use your entire ticket, it is your responsibility to inform the Board's Travel Coordinator so that a refund for the unused portion can be requested.

Traveler Profile

It is important to complete your travel profile in CONCUR and keep it updated so that the Board's Travel Coordinator and the Travel Management Center will know your preferences when making your travel arrangements. The profile can be accessed in CONCUR under Traveler Profile. See "Establishing a Profile in CONCUR Government Edition", on the Board's intranet under the Travel tab.

Important! You are responsible for keeping your profile up-to-date.

Direct Deposit/EFT Enrollment

All travel reimbursements are directly deposited into your designated account at your financial institution. Complete and return the direct deposit form to the Division of Acquisition and Finance. (This is in addition to the form you completed for HR.) Should your account or financial institution change, you must complete and submit a new form. **Do not** close your current account before submitting the updated information.



Insider Threat

Senior Agency Official – Katherine Herrera
Program Manager – Lorraine Meehan
Program Coordinator – Jeremy Parmer

For questions or to report insider threat concerns, please send unclassified e-mail to InsiderThreat@dnfsb.gov or contact the Program Manager or Program Coordinator above.

Link:
[Insider Threat Program Directive](#)

Title	Type	Size	Updated	Download
Insider Threat Indicators	PDF	103.22 KB		
Elicitation	PDF	867.56 KB	16 Mar, 2016	

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	Internal Status Update April 2015	6/21/2016 10:06 AM	Rosalind Howard
	Internal Status Update April 2016	6/21/2016 10:01 AM	Rosalind Howard
	Internal Status Update August 2016	8/ /2016 10:50 AM	Rosalind Howard
	Internal Status Update August 2017	8/1/2017 7: 9 AM	Rosalind Howard
	Internal Status Update December 2015	11/30/2016 8: 0 AM	Rosalind Howard
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	Internal Status Update January 2016	6/21/2016 10:02 AM	Rosalind Howard
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	Internal Status Update July 2016	6/29/2016 3:5 PM	Rosalind Howard
	Internal Status Update July 2017	6/30/2017 11:33 AM	Rosalind Howard
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[Barbara Rouse's Retirement](#)

[Dr. Winokur's Retirement Celebration](#)

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Lawrence Livermore

Points of Contact

<input type="checkbox"/> Titles	Name	Email	Office Phone	Mobile Phone	Pager	Fax
Field Office Liaison	Doug Eddy	doug.eddy@nnsa.doe.gov	(925) 422-3379			
Contractor Liaison	Mike Reaka	reaka1@llnl.gov	(925) 423-8356			
Cognizant Engineer	Daniel Bullen	(b) (6)	(b) (6)	(b) (6)		



Airports

Name	City	State	Primary/Secondary
Oakland International Airport (OAK)	Oakland	CA	Secondary
San Francisco International Airport (SFO)	San Francisco	CA	Primary
San Jose International Airport (SJC)	San Jose	CA	Secondary

Announcements

[Web Page Under Construction](#)
by Jason Anderson

3/26/2010 11:09 AM

Hotels

<input type="checkbox"/> Name	Address	City	State	Zip	Phone	Fax	Edit
Region : Livermore (3)							
Hampton Inn	2850 Constitution Drive	Livermore	CA	94551	(925) 606-6400	(925) 606-6410	
Residence Inn by Marriott	1000 Airway Blvd	Livermore	CA	94550	(925) 373-1800	(925) 373-7252	
Courtyard by Marriott	2929 Constitution Dr	Livermore	CA	94551	(925) 243-1000	(925) 243-1010	
Region : Thursday Night Departure (1)							
San Francisco Airport Marriott	1800 Bayshore Hwy	Burlingame	CA	94010	(650) 692-9100	(650) 692-8016	

Links

[B331 Tritium Facility](#)

Addresses

<input type="checkbox"/> Titles	Address
US Mail	DOE LLNL 7000 East Avenue L-293 Livermore, CA 94551-0808
UPS	DOE LLNL 7000 East Avenue L-293 Livermore, CA 94551-0808

Restaurants

Name	Address	City	State	Zip	Phone	Cuisine	Edit
Casa Orozco	325 South L Street	Livermore	CA	94550	(208) 524-5240	Mexican	
Strings Italian Café	2205 Las Positas Rd	Livermore	CA	94551	(208) 524-3344	Italian	



Leadership Training

Access PowerPoint presentations on Leadership Training Sessions. All downloadable as Power Point slideshows.

Session One

The first in the series of Leadership Training sessions.

Related Pages

[Training Homepage](#)

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[AgLearn Training System](#)

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James P. Biggins Email Biography	Vacant

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The Office of General Counsel (OGC) provides the full range of legal and policy-related services to the Defense Nuclear Facilities Safety Board (DNFSB) in a professional and timely manner. ([Read More](#))

*Contact Information: 202-649-7062 or OGC@dnfsb.gov
We are always available for your questions.*

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Los Alamos National Laboratory Sharepoint Site

Points of Contact

Titles	Name	Email	Office Phone	Mobile Phone	Pager	Fax
DNFSB Cognizant Engineer	Patrick Migliorini	(b) (6)	(b) (6)	(b) (6)		
DNFSB Resident Inspector	Jonathan Plaue	(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6) (505) 667-9998 (DOE)
DNFSB Resident Inspector	David Gutowski	(b) (6)	(b) (6)	(b) (6)	(b) (6)	
Site Office Liaison	Ted Wyka	Theodore.Wyka@nnsa.doe.gov				
Contractor Liaison	Shelly Ulibarri	ShellyU@lanl.gov	(505) 665-7488			(505) 665-0318
DepRep Contact	Dale Govan	Dale.Govan@hq.doe.gov	(202) 586-1151			(202) 586-3472



Airports

Name	City	State	Primary/Secondary	Notes/Directions
Albuquerque International Sunport (ABQ)	Albuquerque	NM	Primary	The staff typically flies to Albuquerque then drives approximately 100 miles to Los Alamos. Here is a map.

Announcements

There are currently no active announcements.

Hotels

Name	Address	City	State	Zip	Phone	Fax	Edit
Region : Los Alamos (5)							
Holiday Inn Express	2455 Trinity Dr	Los Alamos	NM	87544	(505) 661-1110	(505) 661-2657	
Hilltop House Best Western	400 Trinity Drive at Central	Los Alamos	NM	87544	(505) 662-2441	(505) 662-5913	
Los Alamos Inn	2201 Trinity Dr	Los Alamos	NM	87544	(505) 662-3200		
Hampton Inn	124 NM-4	Los Alamos	NM	87544	(505) 672-3838		
Holiday Inn Express	60 Entrada Drive	Los Alamos	NM	87544	(505) 661-2646		

Links

There are currently no favorite links to display.

Region : Typically, after the last meeting the staff will drive to Albuquerque, stay overnight, and fly back the following morning. In Albuquerque the staff often stays at: (3)

Wyndham Albuquerque	2910 Yale Blvd Se	Albuquerque	NM	87106	(505) 843-7000		
Fairfield Inn	2300 Centre Ave Se	Albuquerque	NM	87106	(505) 247-1621	(505) 247-9719	
Radisson	2500 Carlisle Blvd NE	Albuquerque	NM	87110	(505) 889-4902	(505) 888-3999	

Addresses

Titles	Address
US Mail	Los Alamos Site Office 3747 West Jemez Road Los Alamos, NM 87544
UPS	Los Alamos Site Office 3747 West Jemez Road Los Alamos, NM 87544

Restaurants

Name	Address	City	State	Zip	Phone	Cuisine	Edit
Gabriel's	Hwy 285/84	Santa Fe	NM	87501	(505) 455-7000	Southwest	

Useful Tips

The altitude in Los Alamos is approximately 7300 feet. Most people require a few days to acclimate; normal precautions include drinking more water and fewer alcoholic beverages than usual, and limiting exercise

initially.

Technical Staff Travel Calendar Defense Nuclear Facilities Safety Board March 2018

MONDAY MARCH 26	TUESDAY MARCH 27	WEDNESDAY MARCH 28	THURSDAY MARCH 29	FRIDAY MARCH 30
Randby @ Atlanta, GA – Graduate School Visit to GA Tech.				
George, Berg @ SNL – Observing POC Fire Testing.				
Cleaves, Wright @ SRS – 235-F and SRNL Walk-Downs for Recommendation 201 Grad2-1 Update and Fire Protection Program Review.				
Jackson, Broderick @ Y-12 – Resident Inspector Augmentation.				
D. Andersen, J. Anderson @ Pantex – Bays and Cells NES Master Study Training.				
Berg @ SNL – Observe POC Fire Testing.				

Technical Staff Travel Calendar Defense Nuclear Facilities Safety Board April 2018

MONDAY APRIL 2	TUESDAY APRIL 3	WEDNESDAY APRIL 4	THURSDAY APRIL 5	FRIDAY APRIL 6
			Amundson @ Berkeley, CA – Graduate School Visit.	
Scheider @ Richland, WA – Certified Health Physicist Training Course.				
Quirk @ Washington, DC – Meetings with Management and Staff at DNFSB Headquarters.				
Arnold, Beauvais, Fox, Gutowski, McCabe, Plaue, Sautman @ Washington, DC – Resident Inspector Week at DNFSB Headquarters.				
MONDAY APRIL 9	TUESDAY APRIL 10	WEDNESDAY APRIL 11	THURSDAY APRIL 12	FRIDAY APRIL 13
Shrestha, Tontodonato @ Y-12 & ORNL – Accompany Acting Chairman Hamilton on Site Visit, and Resident Inspector Augmentation.				
Amundson, Owen, Cleaves @ Hanford – Review of the DOE ORR ECRTS Startup.				
Bradisse @ Hanford – Resident Inspector Augmentation.				
Bullen, Grover, D. Andersen @ LLNL – Building 332 Ventilation Review and Quarterly Cognizant Engineer Oversight.				
Miller @ ORNL – NNSA Nuclear Safety Research and Development Program—Workshop on Technical and Programmatic Needs for a Sustainable Nondestructive Assay Program.				
Weathers @ Y-12 – Resident Inspector Augmentation.				

MONDAY APRIL 16	TUESDAY APRIL 7	WEDNESDAY APRIL 18	THURSDAY APRIL 19	FRIDAY APRIL 20
			Rosen @ Phoenix, AZ – TIEP Corrosion Subgroup Meeting held in Conjunction with NACE International Corrosion Conference 2018.	
Quirk @ INL – Routine Oversight.				
Weathers @ Las Vegas, NV – Hazard Analysis Review Training Course (SBA-220) taught by DOE.				
Powers, D. Andersen, Jackson, Li @ NNSS – DAF Seismic Hazard Assessment and SSI Review.				
Berg, Helfrich, Hutain @ Pantex – Review Emergency Preparedness and Response Exercise and Associated Activities, and Program Improvements.				
Brown @ SNL – Routine Oversight.				
MONDAY APRIL 23	TUESDAY APRIL 24	WEDNESDAY APRIL 25	THURSDAY APRIL 26	FRIDAY APRIL 27
Gutowski @ Orlando, FL – Attend 2018 GCPS and Short Course on Combustible Dust Modeling.				
Sharpless, Shrestha @ INL – AMWTP Follow-Up Safety Basis Review.				
Berg @ Pantex – Resident Inspector Support and B83 Familiarization Class.				
MONDAY APRIL 30	TUESDAY MAY 1	WEDNESDAY MAY 2	THURSDAY MAY 3	FRIDAY MAY 4
Foster @ Tucson, AZ – IEEE/NPEC Sub-Committee 2 Spring Meeting (Code Committee).				
Brown, Cleaves @ Hanford – Site Access Training and Resident Inspector Augmentation.				
J. Anderson @ SNL – NES Workshop.				
Technical Staff Travel Calendar Defense Nuclear Facilities Safety Board April 2018				
MONDAY MAY 7	TUESDAY MAY 8	WEDNESDAY MAY 9	THURSDAY MAY 10	FRIDAY MAY 11
MONDAY MAY 14	TUESDAY MAY 15	WEDNESDAY MAY 16	THURSDAY MAY 17	FRIDAY MAY 18
Brown @ Orlando, FL – GQA Nuclear Training Course.				
MONDAY MAY 21	TUESDAY MAY 22	WEDNESDAY MAY 23	THURSDAY MAY 24	FRIDAY MAY 25
March @ Las Vegas, NV – 2018 Nuclear and Facility Safety Programs Workshop.				
Quirk @ WIPP – Routine Oversight.				

MONDAY MAY 28	TUESDAY MAY 29	WEDNESDAY MAY 30	THURSDAY MAY 31	FRIDAY JUNE 1
HOLIDAY				

Technical Staff Travel Calendar Defense Nuclear Facilities Safety Board April 2018

MONDAY APRIL 2	TUESDAY APRIL 3	WEDNESDAY APRIL 4	THURSDAY APRIL 5	FRIDAY APRIL 6
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Quirk @ **Washington, DC** – Meetings with Management and Staff at DNFSB Headquarters.

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HOLIDAY				



Type	Name	Published Date
	Dress Code	7/22/2015
	Updated Memo - Issuing Advice	5/13/2015
	3.31 - Legal Framework of Adequate Protection	3/31/2015
	Parking 2013 July thru Dec	5/23/2013
	Random_Drug_Testing_Procedures_Memo	1/16/2013
	Parking 2012 July thru Dec	6/6/2012
	EEO Policy Statement 2012	3/5/2012
	TeleworkProgram memo1-10-12	1/10/2012
	Transportation Fringe Benefit Program 2012	12/1/2011
	Parking 2012 Jan thru June	12/1/2011
	Parking 2011 July thru December	6/15/2011
	2011 Employee Viewpoint Survey	3/29/2011
	Parking Permits 2011	12/2/2010
	Transportation Fringe Benefit Program 2011	12/2/2010
	Transportation Fringe Benefit Program	12/2/2010
	2010 Holiday Gala	10/ /2010
	2010 Distinguished Presidential Rank Award.docx	10/1/2010
	Constitution Day 2010 Memo	9/16/2010
	2010-Use or Lose Annual Leave Memo	9/8/2010
	Policy Statement for the Plan for Indian Tribal Consultation	8/26/2010
	Microsoft Home Use Program	8/3/2010
	Sunshine Act Notice	7/21/2010
	Policy on Secretary of Energy's Decisions Regarding Drug Testing for Positions that Require Security Clearances	7/16/2010
	Policy on Contractors Participating in and Attending Board Special Events	6/28/2010
	Parking Permits 2010	6/7/2010
	Continuity of Operations and Continuity of Government Exercise	/29/2010
	Dismissal or Closure Procedures for the Washington DC Area Memorandum 2009	12/18/2009
	Sexual Harassment Policy	12/11/2009
	Parking Permits for January thru July 2010	12/7/2009
	Distinguished Federal Executive Award 2009	10/6/2009
	Use or Lose Annual Leave Memo 2009	10/5/2009
	Combined Federal Campaign 2009	9/23/2009
	Constitution Day 2009 Memo	9/17/2009
	Independence Day Celebration 2009	5/18/2009
	Phone	/29/2009
	Information Technology Users Group	/27/2009
	Parking Applications 2009	12/5/2008
	Policy Statement on International Use of Blackberries	10/15/2008
	Scheduling Annual and Sick Leave Memo 2008	10/3/2008
	Parking Permits 2008	6/16/2008
	Policy Statement on Referral Incentive Award	6/16/2008
	Capitalization Policy for Property Plant and Equipment	6/13/2008
	Awards Program Memo	5/29/2008
	Mentor System Principles	/2/2008
	Microsoft Office 2007 Home Use Program	2/7/2008
	Safeguarding Against and Responding to the Breach of PII	12/1 /2007
	Dismissal or Closure Procedures for the Washington DC Area Memorandum	12/ /2007
	Professional Liability Insurance	11/11/2007
	Scheduling Annual and Sick Leave Memo 2007	10/16/2007
	Privacy Program	2/5/2007
	Shelter in Place Memo	12/11/2006
	Safeguarding Personally Identifiable Information 9-21-2006	9/21/2006
	Privacy Policy on Time and Attendance	9/12/2006
	Safeguarding Personally Identifiable Information 6-15-2006	6/15/2006
	Smoking and Tobacco Use	/13/2006
	Issues Relating to Metadata in Official Board Documents	3/30/2006
	Personal Use of the Internet and Email	12/5/2000
	Drug-Free Workplace Plan	7/26/1996
	Implementation of the DNFSB Drug Testing Program	11/21/1990

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<input type="checkbox"/> Type	Name	Publication Date	Sent to DOE for Review	Cleared by DOE	Web Post Date
	NNSS Monthly Ending February 2018	3/2/2018			
	WIPP Monthly Ending February 2018	3/2/2018			
	SNL Monthly Ending February 2018	3/2/2018			
	LLNL Monthly Ending February 2018	2/2/2018			
	INL Monthly Ending February 2018	3/2/2018			
	NNSS Monthly Ending January 2018	2/2/2018			
	WIPP Monthly Ending January 2018	2/2/2018			
	INL Monthly Ending January 2018	2/2/2018			
	SNL Monthly Ending January 2018	2/2/2018			
	LLNL Monthly Ending January 2018	2/2/2018			
	NNSS Monthly Ending December 2017	1/5/2018			
	WIPP Monthly Ending December 2017	1/5/2018			
	SNL Monthly Ending December 2017	1/5/2018			
	LLNL Monthly Ending December 2017	1/5/2018			
	INL Monthly Ending December 2017	1/5/2018			
	WIPP Monthly Ending November 2017 final	12/1/2017			
	NNSS Monthly Ending November 2017	12/1/2017			
	INL Monthly Ending November 2017	12/1/2017			
	SNL Monthly Ending November 2017	12/1/2017			
	LLNL Monthly Ending November 2017	12/1/2017			
	NNSS Monthly Ending October 2017	11/3/2017			
	WIPP Monthly Ending October 2017	11/4/2017			
	INL Monthly Ending October 2017	11/3/2017			
	SNL Monthly Ending October 2017	11/3/2017			
	LLNL Monthly Ending October 2017	11/3/2017			
	Waste Isolat on Pilot Plant Month Ending September 2017	10/6/2017			
	NNSS Monthly Ending September 2017	10/6/2017			
	SNL Monthly Ending September 2017	10/6/2017			
	LLNL Monthly Ending September 2017	10/6/2017			
	INL Monthly Ending September 2017	10/6/2017			



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Menu

Mayor Muriel Bowser

DC.gov mpdc.dc.gov

Metropolitan Police Department

The DC Government is closed today, March 21, 2018 due to inclement weather. DC Public schools are closed. [Find charter school closures here.](#)

Mapping Application



ie new Crime Cards,
e existing crime
, users will continue to
a they are familiar with in
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MISSING PERSONS

Missing Persons

The MPD takes all of its missing persons cases seriously and is committed to ensuring that each case receives the same level of police service and exposure. Get statistics about MPD's missing persons cases and view fliers of open cases.

CITIZEN ONLINE

Save time ...
Save a trip.
File a police report online

File a Police Report

The MPD Online Report for you to make quiet necessarily require or take the information

Prev ● ● ● ● ● ● Next ▶ ||

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Firearm Registration and License to Carry

MPD is the agency responsible for registering firearms in the District of Columbia.

Contact Police



For non-emergency help, please use the directory below.



Information on MPD Rewards

These programs are designed to encourage individuals to step forward and provide information.



File a Police Report Online

The Online Reporting Tool offers a way for you to make quick police reports.



Staying Connected With MPD

Keep informed by the MPD by signing up for an email discussion group or following us on Twitter.



Search Sex Offender Registry

The Sex Offender Registry provides information on Class A and Class B offenders only.

[More Services](#)

Latest News

Tweets by @DCPoliceDept



DC Police Department

@DCPoliceDept



Don't we all have that one friend?!? Please avoid driving today unless necessary #DCPolice #SpringSnow #BeSafe #Thanks4WearingAHelmet



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Crime Data at a Glance



Body-Worn Cameras



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20
MAR

Arrest Made in an Assault with a Dangerous Weapon (Knife) Offense: 4100 Block of Gault Place, Northeast

Detectives from the Metropolitan Police Department's Sixth District announced an arrest has been...

20
MAR

Suspects Sought in a Robbery (Pickpocket) Offense: 5300 Block of Wisconsin Avenue, Northwest

Detectives from the Metropolitan Police Department's Second District seek the public's assistance...

Arrest Made in a Robbery of an Establishment Offense: 5600 Block of Georgia Avenue, Northwest

20
MAR

Detectives from the Metropolitan Police Department's Fourth District announce an arrest has been...

20
MAR

[Homicide: 3500 Block of Stanton Road, Southeast](#)

Detectives from the Metropolitan Police Department's Homicide Branch are investigating a homicide...

20
MAR

[Homicide: 3100 Block of Buena Vista Terrace, Southeast](#)

Detectives from the Metropolitan Police Department's Homicide Branch are investigating a fatal...

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Metropolitan Police Department



Connect With Us

300 Indiana Avenue, NW, Room 5059,

Washington , DC 20001

Phone: (202) 727-9099

Fax: (202) 727-4106

TTY: 711

Email: mpd@dc.gov



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Forrestal_Floor_Evacuation_Routes_2014	PDF	5.17 MB		
Germantown_Floor_Evacuation_Routes_2014	PDF	2.02 MB		
GTN_Emergency_Procedures_09-22-15	PDF	758.29 KB		
FORS_Emergency_Procedures_09-22-15	PDF	827.00 KB		
Portals_Emergency_Procedures_03-15-16-HA	PDF	406.88 KB		
950 LENFANT Plaza EP Brochure_05242016	PDF	540.39 KB		
270 Corporate EP Brochure_11222016	PDF	324.69 KB		

Related Pages

[Emergency Preparedness Homepage](#)

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National Terrorism Advisory System (NTAS)

In 2011, the Department of Homeland Security (DHS) replaced the color-coded alerts of the Homeland Security Advisory System (HSAS) with the National Terrorism Advisory System (NTAS), designed to more effectively communicate information about terrorist threats by providing timely, detailed information to the American public.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

This page also contains any current NTAS advisories and archived copies of expired advisories.

The NTAS Advisory – How can you help? (#)

NTAS advisories – whether they be Alerts or Bulletins – encourage individuals to follow the guidance provided by state and local officials and to report suspicious activity. Where possible and applicable, NTAS advisories will include steps that individuals and communities can take to protect themselves from the threat as well as help detect or prevent an attack before it happens. Individuals should review the information contained in the Alert or Bulletin, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families.

Individuals should report suspicious activity to local law enforcement authorities. Often, local law enforcement and public safety officials will be best positioned to provide specific details on what indicators to look for and how to report suspicious activity. The “If You See Something, Say Something®” campaign across the United States encourages the public and leaders of communities to be vigilant for indicators of potential terroristic activity, and to follow the guidance provided by the advisory and/or state and local officials for information about threats in specific places or for identifying specific types of suspicious activity.

Learn More (#)

- [NTAS Frequently Asked Questions \(/ntas-frequently-asked-questions\)](#)
- [Sample NTAS Alert & Bulletin \(/publication/national-terrorism-advisory-system-sample-alert\)](#)

Action Center (#)

- [Subscribe to NTAS Alerts via email \(https://service.govdelivery.com/service/subscribe.html?code=USDHS_164\)](https://service.govdelivery.com/service/subscribe.html?code=USDHS_164) (through GovDelivery)
- [NTAS Alerts via Facebook \(/facebook\)](#) (through the official DHS Facebook page)
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- [NTAS For Your Website \(/ntas-developer-resources\)](#) (Data feeds, web widgets and graphics)

Current Advisories

Bulletin

[National Terrorism Advisory System Bulletin - November 9, 2017 \(https://www.dhs.gov/sites/default/files/ntas/alerts/17_1109_NTAS_Bulletin.pdf\)](https://www.dhs.gov/sites/default/files/ntas/alerts/17_1109_NTAS_Bulletin.pdf) (pdf, 1 page, 185.91 KB) [View web version \(/ntas/advisory/ntas_17_1109_0001\)](#)

Since 2015, the Department of Homeland Security (DHS) has used this Bulletin to highlight the continuing terror threat to the U.S. Homeland. The United States is engaged in a generational fight against terrorists who seek to attack the American people, our country, and our way of life. An informed, vigilant and engaged public remains one of our greatest assets to identify potential terrorists and prevent attacks.

- [Read this Bulletin translated into various languages \(/publication/national-terrorism-advisory-system-bulletin-november-9-2017-translations\)](#)

Effective: 2017-11-09 00:00:00. Expires: 2018-05-09 00:00:00. *Alert Dates are Eastern Time*

Expired Advisories

Bulletin

[National Terrorism Advisory System Bulletin - May 15, 2017 \(https://www.dhs.gov/sites/default/files/ntas/alerts\)](https://www.dhs.gov/sites/default/files/ntas/alerts)

[/National%20Terrorism%20Advisory%20System%20Issued%20May%2015%2C%202017.pdf](#) (pdf, 1 page, 608.02 KB) [View web version \(/ntas/advisory/ntas_17_0515_0001\)](#)

Since 2015, the Department of Homeland Security (DHS) has used this Bulletin to highlight the continuing threat from homegrown terrorists, many of whom are inspired online to violence by foreign terrorist organizations. The United States is engaged in a generational fight against terrorists, who seek to attack the American people, our country, and our way of life. An informed, vigilant, and engaged public remains one of our greatest assets to identify potential homegrown terrorists and prevent attacks.

- [Read this Bulletin translated into various languages \(/publication/national-terrorism-advisory-system-bulletin-may-15-2017-translations\)](#)

Effective: 2017-05-15 00:00:00. Expires: 2017-11-09 00:00:00. *Alert Dates are Eastern Time*

[National Terrorism Advisory System Bulletin - November 15, 2016 \(https://www.dhs.gov/sites/default/files/ntas/alerts/16_1115_NTAS_bulletin.pdf\)](#) (pdf, 1 page, 171.64 KB) [View web version \(/ntas/advisory/ntas_16_1115_0001\)](#)

Since the last NTAS Bulletin issued in June 2016, our basic assessment of the global threat environment has not changed. We remain concerned about homegrown violent extremists who could strike the homeland with little or no notice. Events since the last NTAS Bulletin reinforce this. Accordingly, increased public vigilance and awareness continue to be of utmost importance. This was, for example, a crucial component of the swift response to the September terrorist acts in New York City and New Jersey.

- [Read this Bulletin translated into various languages \(/publication/ntas-bulletin-november-15-2016-translations\)](#)

Effective: 2016-11-15 00:00:00. Expires: 2017-05-15 00:00:00. *Alert Dates are Eastern Time*

[National Terrorism Advisory System Bulletin - June 15, 2016 \(https://www.dhs.gov/sites/default/files/ntas/alerts/16_0615_NTAS_bulletin.pdf\)](#) (pdf, 1 page, 876.65 KB) [View web version \(/ntas/advisory/ntas_16_0615_0001\)](#)

In December, we described a new phase in the global threat environment, which has implications on the homeland. This basic assessment has not changed. In this environment, we are particularly concerned about homegrown violent extremists who could strike with little or no notice. The tragic events of Orlando several days ago reinforce this. Accordingly, increased public vigilance and awareness continue to be of utmost importance. This bulletin has a five-month duration and will expire just before the holiday season. We will reassess the threats of terrorism at that time.

- [Read this Bulletin translated into various languages \(/publication/ntas-bulletin-june-15-2016-translations\)](#)

Effective: 2016-06-15 00:00:00. Expires: 2016-11-15 00:00:00. *Alert Dates are Eastern Time*

[National Terrorism Advisory System Bulletin - December 16, 2015 \(https://www.dhs.gov/sites/default/files/ntas/alerts/15_1216_NTAS_bulletin_0_0.pdf\)](#) (pdf, 1 page, 756.59 KB) [View web version \(/ntas/advisory/ntas_15_1216_0001_archive\)](#)

We are in a new phase in the global threat environment, which has implications on the homeland. Particularly with the rise in use by terrorist groups of the Internet to inspire and recruit, we are concerned about the “self-radicalized” actor(s) who could strike with little or no notice. Recent attacks and attempted attacks internationally and in the homeland warrant increased security, as well as increased public vigilance and

awareness.

- [Read this Bulletin translated into various languages \(/publication/ntas-bulletin-december-16-2015-translations\)](/publication/ntas-bulletin-december-16-2015-translations)

Effective: 2015-12-16 00:00:00. Expires: 2016-06-15 00:00:00. *Alert Dates are Eastern Time*

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Points of Contact

Titles	Name	Email	Office Phone	Fax
DNFSB Cognizant Engineer	Austin Powers	(b) (6)	(b) (6)	(b) (6)
DNFSB Resident Inspector	N/A	N/A	N/A	N/A
Field Office Liaison, Nuclear Safety Technical Advisor	Eric Amarescu	Eric.Amarescu@nnsa.doe.gov	(702) 295-5218	702-295-0625
Contractor Liaison	Charles (Chip) Martin (NSTec)	MartinCR@nv.doe.gov	(702) 295-1100	702-295-2097
Contractor Liaison	Rick Higgs (JLON)	Higgs3@linl.gov	(702) 295-7788	702-295-6219
DepRep Contact	Dale Govan	Dale.Govan@hq.doe.gov	(202) 586-1151	202-586-3472
Field Office Manager	Steven Lawrence	Steven.Lawrence@nnsa.doe.gov	702-295-3211	702-295-0625

Airports

Name	City	State	Primary/Secondary	Notes/Directions
McCarren International Airport (LAS)	Las Vegas	NV	Primary	<ol style="list-style-type: none"> 1. From the airport, take Swenson. 2. Take this to Tropicana and take a left (west). 3. Take Tropicana to I15 North. 4. Then to I95 North for about 65 miles. 5. Take the Mercury exit. 6. You can see the base camp off the highway. <ol style="list-style-type: none"> 1. From Rental Facility, turn right onto Gillespie St. 2. At traffic light, turn right onto E. Warm Springs Rd. 3. Turn right onto Las Vegas Blvd. 4. About 1/2 mile, take ramp to I15 North. 5. Then to I95 North for about 65 miles. 6. Take Mercury exit. 7. You can see the base camp off the highway.

Hotels

Name	Address	City	State	Zip	Phone	Edit
Region : Airport South/Rental Car Facility (5)						
Courtyard by Marriott South	5845 Dean Martin Drive	Las Vegas	NV	89118	(702) 895-7519	
Residence Inn By Marriott South	5875 Dean Martin Drive	Las Vegas	NV	89118	(702) 795-7378	
Hilton Garden Inn Las Vegas Strip South	7830 South Las Vegas Blvd	Las Vegas	NV	89123	(702) 453-7830	
Doubletree Club Hotel Airport South	7250 Pollock Drive	Las Vegas	NV	89119	(702) 948-4000	
Hampton Inn & Suites Las Vegas Airport	6575 South Eastern Avenue	Las Vegas	NV	89119	(702) 647-8000	
Region : Airport/Convention Center/Strip Area (6)						
Embassy Suites Convention Center	3600 Paradise Road	Las Vegas	NV	89109	(702) 893-8000	

The Weather Channel Current Conditions

The Weather Channel Current Conditions

Mercury, NV

Las Vegas, NV

Addresses

Titles	Address
US Mail	U.S. Department of Energy National Nuclear Security Administration Nevada Field Office P.O. Box 98518 Las Vegas, NV 89193-8518
UPS	U.S. Department of Energy National Nuclear Security Administration Nevada Field Office NSF Building 232 Energy Way Las Vegas, NV 89030-4199

Announcements

There are currently no active announcements.

Links

There are currently no favorite links to display.

Embassy Suites	4315 Swenson Street	Las Vegas	NV	89119	(702) 795-2800
Renaissance Hotel	3400 Paradise Rd	Las Vegas	NV	89169	(702) 733-6533
Courtyard by Marriott	3275 Paradise Rd	Las Vegas	NV	89109	(702) 791-3600
Residence Inn by Marriott	3225 Paradise Rd	Las Vegas	NV	89109	(702) 796-9300
Marriott Suites	325 Convention Center Dr	Las Vegas	NV	89109	(702) 650-2000

[-] **Region : Nevada Test Site (1)**

Mercury Dormitory Housing Office	Bldg 109	Mercury	NV		(702) 295-6930
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[-] **Region : Northwest Area (on highway to NTS) (3)**

Hampton Inn Summerlin	7100 Cascade Valley Court	Las Vegas	NV	89128	(702) 360-5700
La Quinta Inn	7101 Cascade Valley Ct	Las Vegas	NV	89128	(702) 360-1200
Courtyard by Marriott	1901 N Rainbow Blvd	Las Vegas	NV	89108	(702) 646-4400

Restaurants

Name	Address	City	State	Zip	Phone	Cuisine	Edit
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[-] **Region : Nevada Test Site (3)**

Mercury Cafeteria	Bldg 300	Mercury	NV	89023		Breakfast, Lunch, Dinner	
Steak House	Bldg 300	Mercury	NV	89023		Dinner (only open for special events)	
CP-1 Cafeteria	Bldg CP-1	NNSS Area 6	NV	89023		Lunch	

[-] **Region : Northwest Area (7)**

Dona Maria Tamales	910 Las Vegas Blvd S	Las Vegas	NV	89101	(702) 382-6538	Mexican	
Tenaya Creek Restaurant & Brewery	3101 North Tenaya Way	Las Vegas	NV	89128	(702) 362-7335	American	
Sweet Tomatoes	2080 N Rainbow Blvd	Las Vegas	NV	89108	(702) 648-1957	American	
Macaroni Grill	2001 N Rainbow Blvd	Las Vegas	NV	89108	(702) 648-6688	Italian	
Outback Steakhouse	1950 North Rainbow Boulevard	Las Vegas	NV	89108	(702) 647-1035	Australian	
Famous Dave's	1951 North Rainbow Boulevard	Las Vegas	NV	89108	(702) 646-5631	BBQ	
Joe's Crab Shack	1991 N Rainbow Blvd	Las Vegas	NV	89108	(702) 646-3996	Seafood	



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Building the Bomb - 2002	PDF	3.22 MB	01 Jan, 2002	
Closing the Circle on the Splitting of the Atom - 1996	PDF	4.77 MB	01 Jan, 1996	
DSA Review Procedure	PDF	112.26 KB	29 Oct, 2008	
Facility Activity Safety and Authorization Review Guide	PDF	3.96 MB	29 Oct, 2008	
Field Observation Guide 2007	PDF	1.39 MB	01 Jan, 2007	
Fundamental Aspects of Nuclear Reactor Fuel Elements (Ch 1-12) - 1976	PDF	30.80 MB	01 Jan, 1976	
Fundamental Aspects of Nuclear Reactor Fuel Elements (Ch 19-21) - 1976	PDF	19.75 MB	01 Jan, 1976	
Linking Legacies - 1997	PDF	28.54 MB	01 Jan, 1997	
Review of Criticality Accidents - 2000	PDF	3.68 MB	01 Jan, 2000	
SRS at 50	PDF	50.00 MB	29 Oct, 2008	

External Publications of Interest

Title	Type	Size	Updated	Download
RERF News and Views Vol 20 2009	PDF	1.10 MB	01 Jan, 2009	

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Notices & Publications

[Uniformed Services Employment & Reemployment Rights Act \(USERRA\)](#)

Explains your rights as a federal employee as they apply to military service.

[Merit System Principles and Prohibited Personnel Practices \(PDF\)](#)

Our lines principles of the merit system and prohibited personnel practices as specified in title 5 of U.S.C.

Title	Type	Size	Updated	Download
Drug-Free Workplace Plan	PDF	1.57 MB	26 Jul, 1996	
DN-IV Performance Plan	PDF	455.54 KB	22 Jul, 2011	
DN-V Performance Plan	PDF	566.94 KB	22 Jul, 2011	
SLRP 2015	PPTX	193.67 KB	09 Sep, 2015	
DN-III Performance Plan	PDF	454.81 KB	22 Jul, 2011	
DN-II Performance Plan	PDF	458.84 KB	22 Jul, 2011	
USERRA	PDF	45.75 KB	02 Apr, 2008	
Merit System Principles and Prohibited Personnel Practices	PDF	3.19 KB	02 Apr, 2008	

Related Pages

[Notices and Publications Homepage](#)

[Scheduling Annual and Sick Leave](#)

[Employee Viewpoint Survey](#)

Websites

Department of Energy

- [Department of Energy Home \(energy.gov\)](#)
- [National Nuclear Security Administration](#)
- [DepRep to DNFSB](#)
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PUBLIC MEETINGS & INVOLVEMENT

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ABOUT NRC

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DOCUMENT COLLECTIONS

Advisory Committee on the Medical Uses of Isotopes

Advisory Committee on Nuclear Waste and Materials

Advisory Committee on Reactor Safeguards

Atomic Safety & Licensing Board Panel

Commission Documents

Congressional Documents

Electronic Government (E-Gov) Documents

Enforcement Documents

Enforcement Petition Documents (2 206)

Events, Reports Associated with

Fact Sheets & Brochures

Federal Register Notices (NRC)

Forms (NRC)

For the Record

Generic Communications

Generic Issues

Government Information Locator Service (GILS)

Human Factors Information System

Inspection Manual

OIG Reports

Interim Staff Guidance

Management Directives

Memoranda of Understanding

News Releases

NRC Datasets

NRC Maps

NUREG-Series Publications

OMB Exhibit 300s

Personal Identity Verification

Home > NRC Library > Document Collections > OIG Reports

OIG Reports

Learn more about the Inspector General Program.

Nuclear Regulatory Commission (NRC)

- 2010s:** | 2018 | 2017 | 2016 | 2015 | 2014 |
 | 2013 | 2012 | 2011 | 2010 |
2000s: | 2009 | 2008 | 2007 | 2006 | 2005 |
 | Older reports awaiting final agency action |

Archive of NRC reports issued before 2005 that resulted in substantive changes in agency policy and procedures.

Defense Nuclear Facilities Safety Board (DNFSB)

- 2010s:** | 2018 | 2017 | 2016 | 2015 | 2014 |

Page Last Reviewed/Updated Thursday, October 19, 2017

RELATED INFORMATION

- [NRC FY 2018 Annual Plan](#)
- [DNFSB FY 2018 Annual Plan](#)
- [OIG's Semiannual Reports to Congress](#)
- [Triennial Peer Review](#)
- [Sign-up for e-mail updates about new reports](#)

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[Regulatory Guides \(by Division\)](#)

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Reviews of DOE Directives

[Reviews of DOE Directives Tracking List \(SharePoint Version\)](#)

[Reviews of DOE Directives Document Library](#)

[Directives of Interest to the Board \(http://www.dnfsb.gov/orders-interest-board\)](http://www.dnfsb.gov/orders-interest-board)

- When a Directive is Published, the "Directives of Interest to the Board" must be updated to reflect the latest versions of directives.
- All four Groups of "Directives of Interest to the Board" should be reviewed and updated every six months. When each Group is complete, create a .pdf file titled "Directives of Interest to the Board"
- Lori Steed, John Nemes, and Claudia Latin must receive the .pdf file via email, and they will update the Internet.
- The "Directives of Interest to the Board" located on the Intranet is directly linked to the Internet file so there is no need to update the Intranet. The link on the DepRap's webpage is also directly linked to the Board's webpage.

[DOE Directives Related to DNFSB Recommendations and DOE Implementation Plans](#)

This is a list of Recommendations and corresponding DOE Implementation Plans that were the impetus for creating or revising various directives, which are listed in this document.

[DOE Directives Homepage](#)

[NNSA Directives Homepage](#)

[DOE Technical Standards Homepage](#)

[Directives Comment Form](#)

[Directives Comment Letter Template](#)

[Directives No Comment Letter Template](#)

[Pre-RevCom Reviews of DOE Directives](#)

These are directives we receive directly from the authors at DOE. If you think we have a directive for review, but can't find it on the Directives Reviews Tracking page, check here.

DOE 2010 Safety and Security Reform Initiative

[Directives Open Issues](#)

[Staff Guidance For Directives Review](#) (This link is currently not available)

[SharePoint Comment Form \(Beta Version - Testing Only\)](#)

Previously Reviewed Directives

If you are attempting to remote access the directives files attached in the links below, they will be unavailable to you because the source files are stored on the J:drive. Please contact Chris Roscetti or Karen Eakes if you need access to a specific file in any of the links below.

[2009 Directives Reviews](#)

[2008 Directives Reviews](#)

[2007 Directives Reviews](#)

[2006 Directives Reviews](#)

[2005 Directives Reviews](#)

[2004 Directives Reviews](#)

[2003 Directives Reviews](#)

[2002 Directives Reviews](#)

[2001 Directives Reviews](#)

[2000 Directives Reviews](#)

[How To Use The Reviewing DOE Directives Wiki Library](#)

Document ID

3HMU45VP4K-251-2

Last modified at 9/17/2013 3:05 PM by Chris Roscetti

Oak Ridge National Laboratory Sharepoint Site



Points of Contact

<input type="checkbox"/> Titles	Name	Email	Office Phone	Pager	Fax
DNFSB Cognizant Engineer	Dibesh Shrestha	(b) (6)	(b) (6)		
Alternate Cognizant Engineer (U-233 Disposition Project)	Bradford Sharpless	(b) (6)	(b) (6)		
DNFSB Resident Inspector	Jen Meszaros	(b) (6)	(b) (6)	(b) (6)	
DNFSB Resident Inspector	Vacant		(865) 241-1877		
ORO EM Liaison	Nathan Felosi	nathan.felosi@orem.doe.gov	865-576-3323		
ORO EM Liaison Alternate	Annie Barlett	annette.bartlett@orem.doe.gov	(865) 576-6781		(865) 241-1984
Contractor Liaison	Vacant	N/A	N/A	N/A	N/A
TWPC Facility Rep	William Bailey	william.bailey@orem.doe.gov			
TWPC Facility Rep	Mary Bennington	Mary.Bennington@orem.doe.gov			

Addresses

<input type="checkbox"/> Titles	Address
US Mail	Defense Nuclear Facility Safety Board Y-12 National Security Complex P.O. BOX 2009, MS 8223 Oak Ridge, Tennessee 37831
UPS	Oak Ridge National Laboratory Bear Creek Road Building 301, Jack Case Center Oak Ridge, Tennessee 37831

Airports

Name	City	State	Primary/Secondary
McGhee Tyson Airport (TYS)	Knoxville	TN	Primary

Announcements

There are currently no active announcements.

Hotels

<input type="checkbox"/> Name	Address	City	State	Zip	Phone	Comments	Edit
Staybridge Suites - Knoxville	420 South Illinois Avenue	Oak Ridge	TN	37830	(865) 298-0050	Substantial snacks, beer and wine happy hour Tuesday, Wednesday, and Thursday	
Doubletree Hotel	215 South Illinois Avenue	Oak Ridge	TN	37830	(865) 481-2468	Free cookie at check in and free internet	
Hampton Inn	208 S Illinois Avenue	Oak Ridge	TN	37830	(865) 482-7889		
Jameson Inn	216 S Rutgers Ave	Oak Ridge	TN	37830	(865) 483-6809	Free breakfast and internet	
Comfort Inn	433 S. Rutgers Ave	Oak Ridge	TN	37830	(865) 481-8200	Free Breakfast	

Links

There are currently no favorite links to display.

Restaurants

Name	Address	City	State	Zip	Phone	Cuisine	Edit
Big Ed's Pizza	101 Broadway Ave	Oak Ridge	TN	37830	(865) 482-4885	Pizzeria	
Lakeside Tavern	10911 Concord Drive	Knoxville	TN	37922	(865) 671-2980	American	
Calhoun's	6515 Kingston Pike	Knoxville	TN	37919	(865) 673-3377	American	
Abuelos	11299 Parkside Dr	Knoxville	TN	37934	(865) 966-0075	Mexican	

Stir Fry Cafe	7240 Kingston Pike #128	Knoxville	TN	37919	(865) 588-2064	Asian
Ruby Tuesday	375 S Illinois Ave	Oak Ridge	TN	37830	(865) 482 9286	American
Flatwater Grill	100 Melton Lake Peninsula	Oak Ridge	TN	37830	(865) 862-8646	American



Office of the General Counsel Staff

The Office is currently composed of the following positions and individuals in those positions. If you would like to send an email, click on one of the names below:

<p>James P. Biggins General Counsel Office number Bio</p>	
<p>Richard N. Reback Deputy General Counsel (b) (6) [Bio]</p>	
<p>Neysa M. Slater-Chandler Associate General Counsel (b) (6) [Bio]</p>	
<p>Casey Q. Blaine Associate General Counsel (b) (6) [Bio]</p>	
<p>Eric F. Fox Associate General Counsel (b) (6) [Bio]</p>	
<p>Kendra D. Walter Administrative Support Specialist (b) (6) [Bio]</p>	

Related Pages

- [Legal Homepage](#)
- [Ethics Office](#)
- [What You Should Know](#)
- [OGC Staff](#)
- [Report Fraud, Waste, and Abuse](#)

Jade Ricks
 Administrative Assistant (b) (6)
 [Bio]

Legal Staff Assignments

- [James P. Biggins, Acting General Counsel](#)
- [Richard N. Reback, Deputy General Counsel](#)
- [Neysa M. Slater-Chandler, Associate General Counsel](#)
- [Casey Q. Blaine, Associate General Counsel](#)
- [Eric F. Fox, Associate General Counsel](#)
- [Vacant, Legal Services Assistant](#)
- [Vacant, Legal Secretary](#)
- [Vacant, Legal Secretary \(2\)](#)
- [Vacant, General Counsel](#)

Legal Staff Assignments

James P. Biggins, Acting General Counsel

1. Atomic Energy Act research and interpretation
2. Administrative Procedure Act research and interpretation
3. Legal analysis of Freedom of Information Act/Privacy Act matters
4. Legal analysis of Board jurisdiction
5. Congressional and legislative matters, proposed legislation, Congressional hearings, and legislative news of interest to the Board
6. Follow litigation of interest to the Board
7. Prepare documents/instruments related to litigation
8. Perform formal health and safety investigations
9. Lead attorney for public hearings and meetings
10. Sunshine Act compliance
11. Designated Agency Ethics Officer

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Richard N. Reback, Deputy General Counsel

1. Serves as the Deputy General Counsel
2. Serves as the Designated Agency Ethics Officer
3. Supervise Office of the General Counsel staff
4. Assist the General Counsel with providing legal services to the Board
5. Assist the General Counsel in representing the Board's interest and mission

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Neysa M. Slater-Chandler, Associate General Counsel

1. Inquiries into allegations of health and safety problems at defense nuclear facilities by concerned individuals
2. Government in the Sunshine Act issues
3. Legal analysis of Freedom of Information Act/Privacy Act matters
4. Legal analysis of Board jurisdiction
5. Editing and legal review of published Board documents
6. Congressional and legislative matters, proposed legislation, Congressional hearings, and legislative news of interest to the Board
7. OGC coordinator for legal analysis and review of proposed DOE standards and orders
8. Security clearance and classification matters
9. Continuity of Operations Planning
10. Administrative directives/operating procedures
11. HR/Employee relations
12. Alternate Designated Agency Ethics Officer

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Casey Q. Blaine, Associate General Counsel

1. Researches and resolves issues related to the Machin privilege and its application to Board investigations
2. Legal analysis of Freedom of Information Act matters
3. Congressional and legislative matters, proposed legislation, Congressional hearings, and legislative news of interest to

the Board

4. Media reporting of interest to the Board
5. Respond to health and safety issues raised by concerned individuals at defense nuclear facilities
6. Board Drug Policy matters
7. Prepare various Board protocol for carrying out daily operations and/or implementing relevant law, such as the Data Quality Act

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Eric F. Fox, Associate General Counsel

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Vacant, Legal Services Assistant

1. Perform conflicts of analysis review of public and confidential financial disclosure reports
2. Maintain status of submission of disclosure reports
3. Ethics Program and participates in the process of giving agency advice
4. Attend and report on congressional hearings of interest to the Board
5. Coordinate final review of transcripts of public hearings and meetings
6. Perform review of and prepare correspondence for site investigative files
7. Perform legal research

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Vacant, Legal Secretary

1. Maintains system for tracking correspondence coming through OGC for review and signoff
2. Retrieves/sorts/reviews/ distributes incoming correspondence, reviews correspondence for General Counsel's signature (in terms of style and content) and ensures proper format and correct citations on outgoing reports and correspondence
3. Prepares agency documents for publishing in the Federal Register
4. Prepares errata letters for court reporters on transcripts of public meeting/hearings and follows through to receipt of final transcript
5. Develops and maintains office filing system and legal library
6. Provides administrative support (including library and computer-assisted legal research) for the General Counsel and staff
7. Maintains, updates, and controls access to confidential investigative files
8. Prepares and processes travel authorizations/vouchers
9. WebTA timekeeper for OGC

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Vacant, Legal Secretary (2)

1. Retrieves/sorts/reviews/distributes incoming correspondence
2. Researches daily media reports and congressional action affecting the Board, DOE, and DOE defense nuclear facilities
3. Assists in project management by logging legal memoranda, protocols and congressional reports written by OGC staff via electronic filing (SharePoint)
4. Updates office filing system, as well as legal library
5. Supports agency's system for tracking documents (letters, tech reports, recommendations, Federal Register notices) for review and signoff
6. Proofreads/edits outgoing correspondence and reports
7. Reviews and provides corrections of transcripts of public meetings/hearings recorded by court reporters

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Vacant, General Counsel

- Oversee the Office of the General Counsel
- Provide legal services to the Board
- Represent the Board's interest and mission
- Develop and execute program plans

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Department of Energy

- [Department of Energy Home \(energy.gov\)](#)
- [National Nuclear Security Administration](#)
- [DepRep to DNFSB](#)
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- [FOH "WorkLife For You"](#)
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https://ohareport.dhs.gov/admin/Lists/OGM-Master-Calendar/Calendar.aspx

Calendar Tools: Create View, Current view, Monthly View, Create, Manage View, Email, Print, Full, Connect, Export to Excel, My Office Settings, List Permissions

2010 | April 2010

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Calendars in View: OGM Staff Calendar, Telework, Leave, Training, Meeting, Event, Travel, Alternate Work Schedule (View)

Services: Documents, Publishing Documents, OGM Monthly Reports, Directives, Operating Procedures, Final Documents, Lists, Taxia, OGM Staff Calendar, Sub Sites, Correspondence, Tooling, Acquisition and Finance, Human Resources, Information Technology and Security, HelpDesk Support, IT User's Group, People and Support, Operational Services, Recycle Bin, All Site Content



Operating Status

Federal Government

Check the operating status of the Federal Government through the Office of Personnel Management (OPM) website.

Metro Rail

Check the operating status and service disruptions for the Washington, DC Metrorail system.

Virginia Railway Express

Check the operating status and service disruptions for the Virginia Railway Express (VRE) train system.

MARC Trains

Check the operating status and service disruptions for the Maryland Transit System (MARC).

Related Pages

- [Emergency Preparedness Homepage](#)
- [Active Shooter Guidance](#)
- [Active Shooter Pamphlet 508](#)
- [DC Weather](#)
- [DC HSEMA](#)
- [DC Emergency Text Alert](#)
- [DC Police Department](#)
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- [Responding to a Call In Bomb Threat](#)
- [Shelter In Place FAQ](#)
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- [National Nuclear Security Administration](#)
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18	19	20	21	22	23	24
25	26	27	28	1	2	3

Board Calendar

March 22, 2018

Morning Edition

April 2018

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22	23	24	25	26	27	28
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18	19 (b) (6) 10:00 AM - 10:30 AM BH: OTD: Updating DOE Regulation and Directives (BH Office) 2:00 PM - 3:00 PM Board: OTD: Pre-Briefing for DOE Brief - Response to Issues described in letter closing 2014-1 (Boardroom) 3:30 PM - 4:00 PM BH: Staff (BH Office)	20 (b) (6) 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 1:00 PM - 1:30 PM BH: Staff (BH Office) 1:00 PM - 1:30 PM DJ: OTD: Orange Folder Brief (2018-100-018) (DJS Office) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJ: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	21 Office Closed	22 (b) (6) 10:00 AM - 11:00 AM Board: OTD: Staff Concerns with Current CUI Documentation (Boardroom) 11:00 AM - 12:00 PM JHR: Phone Call 1:00 PM - 2:00 PM Board: OTD: LANL Plutonium Facility Safety Basis Review (Boardroom) 2:00 PM - 2:30 PM JHR, DJ: OTD: Pre-Brief for DOE response to letter closing Rec 14-1 (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	23 9:00 AM - 10:00 AM BH: OGC: Weekly (BH Office) 1:00 PM - 2:00 PM Board: DOE: Response to issues described in letter closing 2014-1 (Boardroom)	24
(b) (6)						
25	26 10:00 AM - 11:00 AM Board: OGM: IG Exit Brief: Audit of DNFSB's Implementation of Its Governing Legislation (Boardroom) 1:00 PM - 2:00 PM Board: DOE: NA-2 Periodic Discussion (Boardroom)	27 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJ: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	28 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 1:00 PM - 2:00 PM DJ: Executive Resources Board 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	29 (b) (6) 10:00 AM - 11:00 AM Board: Hold: Ad-Hoc Gathering (if needed) (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	30	31
(b) (6)						
(b) (6)						

March 2018

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

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1	2 (b) (6)	3 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 10:30 AM - 12:30 PM BH: Offsite 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	4 (b) (6) 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	5 9:00 AM - 9:30 AM JHR: OGC Bi-Weekly (JHR Office) 10:00 AM - 12:00 PM Board: OGM: Monthly General Manager Briefing (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	6 (b) (6)	7
Resident Inspector Week						
8	9 9:00 AM - 10:00 AM DJS: DOE: Infrastructure Planning in NA-50 (Boardroom)	10 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	11 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 1:00 PM - 2:00 PM ECIC Meeting (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	12 10:00 AM - 11:00 AM Board: Hold: Ad-Hoc Gathering (if needed) (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	13	14
(b) (6)						
15	16 (b) (6)	17 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	18 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	19 9:00 AM - 9:30 AM JHR: OGC Bi-Weekly (JHR Office) 10:00 AM - 11:00 AM Board: Hold: Ad-Hoc Gathering (if needed) (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	20 (b) (6)	21
(b) (6)						
22	23	24 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	25 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	26 10:00 AM - 11:00 AM Board: Hold: Ad-Hoc Gathering (if needed) (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	27	28
(b) (6)						
29	30	1	2	3	4	5

Board Calendar

April 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

May 2018

June 2018

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	2 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	3 9:00 AM - 9:30 AM JHR: OGC Bi-Weekly (JHR Office) 10:00 AM - 12:00 PM Board: OGM: Monthly General Manager Briefing (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	4	5
6	7	8 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	9 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	10 10:00 AM - 11:00 AM Board: Hold: Ad-Hoc Gathering (if needed) (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	11 (b) (6)	12
13	14	15 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	16 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	17 9:00 AM - 9:30 AM JHR: OGC Bi-Weekly (JHR Office) 10:00 AM - 11:00 AM Board: Hold: Ad-Hoc Gathering (if needed) (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	18	19
20	21	22 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	23 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	24 10:00 AM - 11:00 AM Board: Hold: Ad-Hoc Gathering (if needed) (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	25	26
(b) (6)		(b) (6)		(b) (6)		(b) (6)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28 Memorial Day (Office Closed)	29 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	30 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	31 9:00 AM - 9:30 AM JHR: OGC Bi-Weekly (JHR Office) 10:00 AM - 11:00 AM Board: Hold: Ad- Hoc Gathering (if needed) (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	1	2

Printed: Thursday, March 22, 2018

May 2018						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Board Calendar

June 2018

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	6 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	7 10:00 AM - 12:00 PM Board: OGM: Monthly General Manager Briefing (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	8	9
10	11	12 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	13 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	14 9:00 AM - 9:30 AM JHR: OGC Bi-Weekly (JHR Office) 10:00 AM - 11:00 AM Board: Hold: Ad-Hoc Gathering (if needed) (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	15	16
17	18	19 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	20 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	21 10:00 AM - 11:00 AM Board: Hold: Ad-Hoc Gathering (if needed) (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	22	23
24	25	26 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	27 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	28 9:00 AM - 9:30 AM JHR: OGC Bi-Weekly (JHR Office) 10:00 AM - 11:00 AM Board: Hold: Ad-Hoc Gathering (if needed) (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	29	30

Board Calendar

June 2018

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018

August 2018

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	4 Independence Day (Office Closed) 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	5 10:00 AM - 12:00 PM Board: OGM: Monthly General Manager Briefing (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	6	7
8	9	10 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	11 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	12 9:00 AM - 9:30 AM JHR: OGC Bi-Weekly (JHR Office) 10:00 AM - 11:00 AM Board: Hold: Ad-Hoc Gathering (if needed) (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	13	14
15	16	17 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	18 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	19 10:00 AM - 11:00 AM Board: Hold: Ad-Hoc Gathering (if needed) (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	20	21
22	23	24 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	25 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	26 9:00 AM - 9:30 AM JHR: OGC Bi-Weekly (JHR Office) 10:00 AM - 11:00 AM Board: Hold: Ad-Hoc Gathering (if needed) (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	27	28

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	1	2	3	4

Printed: Thursday, March 22, 2018

Board Calendar

July 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

September 2018

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	2 10:00 AM - 12:00 PM Board: OGM: Monthly General Manager Briefing (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	3	4
5	6	7 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	8 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	9 9:00 AM - 9:30 AM JHR: OGC Bi-Weekly (JHR Office) 10:00 AM - 11:00 AM Board: Hold: Ad-Hoc Gathering (if needed) (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	10	11
12	13	14 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	15 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	16 10:00 AM - 11:00 AM Board: Hold: Ad-Hoc Gathering (if needed) (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	17	18
19	20	21 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	22 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	23 9:00 AM - 9:30 AM JHR: OGC Bi-Weekly (JHR Office) 10:00 AM - 11:00 AM Board: Hold: Ad-Hoc Gathering (if needed) (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	24	25
26	27	28 10:00 AM - 12:00 PM Board: OTD: Weekly Technical Director Briefing (Boardroom) 2:00 PM - 3:30 PM JLC: "Open Door" Hours (JLC Office) 2:30 PM - 3:00 PM DJS: OGC: Weekly (DJS Office) 3:00 PM - 4:00 PM BH: OGM: Weekly (BH Office)	29 10:00 AM - 12:00 PM Board: OTD: Technical Staff Review Closeouts (Boardroom) 2:30 PM - 3:00 PM JLC: OGC: Weekly (JLC Office) 3:00 PM - 4:00 PM BH: OGC: Weekly (BH Office)	30 10:00 AM - 11:00 AM Board: Hold: Ad-Hoc Gathering (if needed) (Boardroom) 3:00 PM - 4:00 PM BH: OTD: Weekly (BH Office)	31	1

Pantex

Points of Contact

Titles	Name	Email	Office Phone	Fax	Mobile Phone	Pager
DNFSB Cognizant Engineer	Chris Berg	(b) (6)	(b) (6)	(b) (6)	(b) (6)	N/A
DNFSB Resident Inspector	Ramsey Arnold	(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)
DNFSB Resident Inspector	Zachery Beauvais	(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)
NPO Technical Contact	Kenneth Ivey	Kenneth.Ivey@npo.doe.gov	(806) 477-3633			NNSA (b)(6)
CNS Pantex Liaison	Ashley Clay	ANunley@pantex.com	(806) 477-3979	(806) 477-6134		NNSA (b)(6)
DepRep Contact	Dale Govan	Dale.Govan@hq.doe.gov	(202) 586-1151	(202) 586-3472		NNSA (b)(6)



Amarillo, TX

Hotels

Name	Address	City	State	Zip	Phone	Edit
Residence Inn	6700 W Interstate 40	Amarillo	TX	79106	(806) 354-2978	
Holiday Inn Express and Suites	2805 Wolfiin Ave	Amarillo	TX	79109	(806) 322-3051	
Ambassador Hotel	3100 W Interstate 40	Amarillo	TX	79102	(806) 358-6161	
Ashmore Inn & Suites	2301 E Interstate 40	Amarillo	TX	79104	(806) 374-0033	
Courtyard by Marriott	8006 I-40 West	Amarillo	TX	79106	(806) 467-8954	

Addresses

Titles	Address
US Mail	Pantex Plant 12-36A P.O. Box 30030 Amarillo, TX 79120
UPS/Fed Ex	Pantex Plant US Highway 60 and FM 2373 Building 12-36, Room 107 Amarillo, TX 79120-0020

Restaurants

Name	Address	City	State	Zip	Phone	Cuisine	Edit
Pei Wei Asian Diner	3350 South Soncy Suite 194	Amarillo	TX	79124	(806) 352-5632	Asian-American Upscale	
El Tejavan	3801 E Interstate 40	Amarillo	TX	79104	(806) 372-5250	Mexican	
Ruby Tequilas	3616 Soncy Road	Amarillo	TX	79121	(806) 463-RUBY (7829)	Mexican	
Abuelo's	3501 45th Ave	Amarillo	TX	79109	(806) 354-8294	Mexican	
Johnny Carino's	8400 W Interstate 40	Amarillo	TX	79106	(806) 468-9375	Italian	
Hoffbrau Steaks	7203 W Interstate 40 #G	Amarillo	TX	79106	(806) 358-6595	American	
Dyer's BBQ	1619 S Kentucky St # E526	Amarillo	TX	79102	(806) 358-7104	BBQ	
BL Bistro	2203 S Austin St	Amarillo	TX	79109	(806) 355-7838	American Upscale	
Basil Docs Pizzeria	2803 Civic Cir	Amarillo	TX	79109	(806) 331-3627	Pizzeria	
Thai Arawan	2834 Wolfiin Avenue	Amarillo	TX	79109	(806) 463-7167	Thai	
Kabuki Romanza	8130 W Interstate 40	Amarillo	TX	79106	(806) 353-4242	Japanese	
Olive Garden	4121 W Interstate 40	Amarillo	TX	79109	(806) 355-9973	Italian	
Outback Steakhouse	7101 W Interstate 40	Amarillo	TX	79106	(806) 352-4032	Australian	

Airports

Name	City	State	Primary/Secondary
Rick Husband Amarillo International Airport (AMA)	Amarillo	TX	Primary

Announcements

There are currently no active announcements.

Links

There are currently no favorite links to display.

Bennigan's	3401 W Interstate 40	Amarillo TX	79109	(806) 358-7409	Irish
Chili's	3810 W Interstate 40	Amarillo TX	79102	(806) 359-5000	Southwest
Texas Roadhouse	2805 W Interstate 40	Amarillo TX	79109	(806) 352-7427	Bar & Grill
Applebee's	2810 S Soncy Rd	Amarillo TX	79124	(806) 351-2810	American
On The Border	2401 S Soncy Rd	Amarillo TX	79124	(806) 468-9800	Mexican
Buffalo Wild Wings	5416 S Coulter St	Amarillo TX	79119	(806) 359-4386	Bar & Grill
Joe's Crab Shack	8300 W Interstate 40	Amarillo TX	79106	(806) 351-0349	Seafood
Red Robin	8720 Interstate 40 West Frontage Road	Amarillo TX	79124	(806) 359-9800	American

Related Pages

- [Shackelford Remembrance](#)
- [Andy's Retirement Celebration Photos](#)
- [Mr. Hamilton's Swearing-In Ceremony](#)
- [Ms Connery's Swearing-in Ceremony](#)
- [Black History Month 2015 Photos](#)
- [Public Business Meeting Oct 30, 2014 Photos](#)
- [Public Hearing Oct 7, 2014 photos](#)
- [Public Hearing Aug 2014 photos](#)
- [Public Hearing May 2012 Photos](#)
- [Summer Shindig 2014](#)
- [Dan Ogg Farewell](#)
- [Dr Mansfields Retirement Party](#)
- [Picnic Softball Game 2012](#)
- [Picnic 2011](#)
- [Picnic Softball Game 2011](#)
- [Picnic Softball Game 2010](#)
- [Holiday Gala 2010](#)
- [Picnic 2009](#)
- [Staff Photo 2009](#)
- [Holiday Gala 2009](#)
- [CFC Kickoff 2009](#)
- [20th Anniversary](#)
- [Independence Day 2009](#)
- [CFC Awards 2008](#)



CFC Kick-Off October 2008

Constitution Day 2008

Annual Awards Ceremony 2008

Sherry's Baby Shower

Nats vs. Reds 2008

Jay DeLoach's Farewell

Kent Fortenberry's Farewell 2008

Black History Month 2008

Combined Federal Campaign Awards 2007

Barbara Rouse's Retirement

Dr. Winokur's Retirement Celebration





Websites

Department of Energy

- [Department of Energy Home \(energy.gov\)](#)
- [National Nuclear Security Administration](#)
- [DepRep to DNFSB](#)
- [Directives](#)
- [DOE Technical Standards Program](#)
- [DOE National Phone Directory](#)
- [Facility Representative Locator](#)
- [ORPS System \(secure\)](#)

Commuter Information

- [WMATA Metro](#)
- [VRE Trains](#)
- [MARC Trains](#)
- [Threat Advisory Status](#)
- [OPM Government Status](#)
- [Traffic Conditions](#)
- [Traffic Cameras](#)
- [Weather Forecast for DC](#)

Travel Sites

- [DOE Sites Travel Information](#)
- [FedRooms](#)
- [GSA Contract City-Pairs Fare Finder](#)
- [GSA Contract City-Pairs Fact Sheets](#)
- [GSA Domestic Per-Diem Rate Finder](#)
- [GSA Fed Travel](#)
- [MapQuest](#)
- [Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates](#)
- [Travel Card Training \(GSA\)](#)

Human Resources

- [BPD Customer Access Page](#)
- [NFC Employee Personal Page](#)
- [Thrift Savings Plan](#)
- [FSAFEDS \(Health/Dependent Care\)](#)
- [BENEFEDS \(Vision/Dental\)](#)
- [Long Term Care Insurance](#)
- [CHECKBOOK Tool](#)
- [FOH "WorkLife For You"](#)
- [USA JOBS](#)
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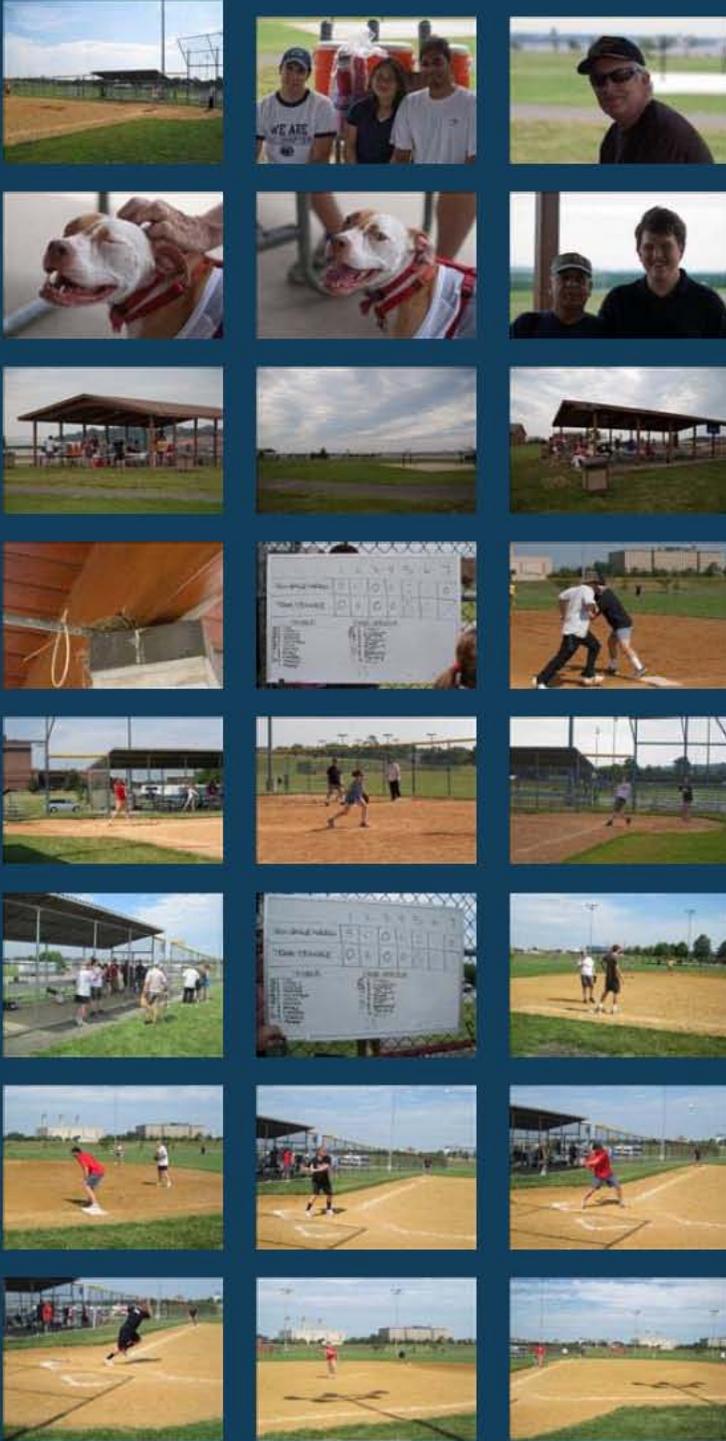
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Preparedness Plan for Pandemic Influenza (PPPI)

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[Preparedness Plan for Pandemic Influenza \(PPPI\) Homepage](#)

[H1N1 Disinfection Procedures](#)

Websites

- [PandemicFlu.Gov](#)
- [General Information from CDC.GOV](#)
- [Latest Updates from World Health Organization \(WHO\)](#)
- [Pandemic Influenza Information from OPM.GOV](#)
- [WhiteHouse.Gov](#)
- [About Swine Influenza \(Wikipedia\)](#)
- [Maryland Information](#)
- [Virginia Information](#)
- [For Pregnant Women](#)

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- [Memo from VDH to Clinicians Concerning H1N1 Virus - May 3, 2009](#)
- [Communications Toolkit for Federal Agencies \(PDF\) 10/5/2009](#)



[Action Steps for Parents if School is Dismissed or Children are Sick and Must Stay Home](#)

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[Action Steps for Parents of Children at High Risk for Flu Complications](#)

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[Action Steps for Parents to Protect Your Child and Family from the Flu this School Year](#)

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[H1N1 Disinfection Procedures](#)

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PROCEDURES FOR REQUESTING TRAVEL

Preparing Individual Advance Travel Notification

1. Prepare an Individual Advance Travel Notification. Submit the complete form via an e-mail attachment to:
 - the Board's Travel Coordinator
 - the person designated to prepare your travel documents (hereinafter "the Arranger"), and
 - anyone else deemed necessary within your division.

Note: You can search GSA Fed Travel on the Board's intranet under the "Travel Websites" tab for your preferred flights. See also the DNFSB Frequently Visited Destinations page for per diem rates and contract carriers for common destinations.

Important! Ensure the following information is not overlooked:

- a. Comp Time for Travel – Check the "Comp Time" box if you will be requesting comp time for travel.
- b. Rental Car – Justification is needed for a rental car if the purpose is other than "Site Visit". Coordinate vehicles when more than one person is traveling to the same destination.
- c. Description – A brief description of the reason for the trip **must** always be entered in the "description" area of the Individual Advance Travel Notification form.
- d. Additional Instructions – Include other justifications/deviations under "Additional Instructions"; e.g., use of POV, deviations (dates/routes) for personal reasons, annual leave, etc.
- e. Purpose – Enter the purpose of the trip as best defined.

Note: If additional space is needed, include the above items in an e-mail.

2. The Board's Travel Coordinator will book the travel arrangements and provide you and your Arranger with an electronic copy of the itinerary. [Traveler is informed prior to reservations being book, if their preferences cannot be met.]

Note: Please review the itinerary as soon as possible. If the trip could not be booked as requested, the changes will be noted on the last page in the remarks section of the itinerary or via email.

3. If applicable, complete and submit the Comp Time for Travel Worksheet to your Arranger with the estimated comp time hours based on your itinerary. Refer to Comp Time for Travel procedures the Board's intranet for instructions and examples on how to compute the estimated hours. Estimated hours **must** appear on the Travel

Authorization; therefore, you must submit the number of hours to your Arranger as soon as possible.

Preparing the Travel Authorization (TA)

1. Your Arranger will create the official Travel Authorization (TA) based on the information on the itinerary and the Advance Notification of Travel. It is important that the information on these two documents (Advance Travel Notification and Comp Time for Travel worksheet) be complete **before** the Arranger begins preparing the TA.

The Arranger will prepare the TA in the online CONCUR system which can be accessed through the Board's intranet under the "Travel" tab.

2. All TAs with the exception of the Board Members, SES-level staff and those TAs needing special approvals will be routed through the approval and review process as follows before tickets can be issued:
 - a. Supervisor – Reviews the TA; submits to the Division of Acquisition (DAF) Reviewer for approval.
 - b. DAF Reviewer – Reviews TA for correctness in accordance with the Federal Travel Regulation (FTR); once approved, submits TA to GSA Finance.
3. The TAs for Board Members, SES-level staff and those requiring special approval (i.e., "First-class" or "business-class" transportation, extra-fare train service, actual expenses) must be approved by the General Manager and the General Counsel, in addition to Supervisor approval. The DAF Reviewer will send the TA to the General Manager and the General Counsel after review. Once approved, the TA will be submitted to GSA Finance.

Issuance of Tickets

Your ticket(s) will generally be issued the Thursday preceding travel, unless otherwise requested. If you request your tickets early for personal reasons, (e.g., upgrades, specific seats), you may be liable for a reissuance fee if your ticket(s) has to be reissued.

Your ticket package will include:

- Itinerary marked "Ticket(s) Issued" with the ticket number(s)
- Travel Authorization (TA)
- Travel Voucher Information sheet
- Overtime Request/Approval form

Travelers who are off-site (site reps, students, etc.) will receive the above via email.


 Search

Professional Development Program

The Professional Development Program is a 4-year program designed to recruit, train, and retain high-quality employees who are capable of supporting the Board in carrying out its oversight responsibilities.

Name	Loc	Address	Phone	Email
Kelsey Amundson	Onsite	HQ, office 8079	(b) (6)	(b) (6)
Rosa Wu	Onsite	HQ, office 8072	(b) (6)	(b) (6)
Megan Randby	Onsite	HQ, office 8082	(b) (6)	(b) (6)

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[Professional Development Program Homepage](#)

• [Additional New Employee Information](#)

Overview

Year One and Two

Orients the individual to the Board's mission, organization, policies, and operation, including an overview of and interaction with the spectrum of technical projects. Examples of first and second year assignments include:

1. reviewing the design and safety of the In-Tank Precipitation facility at the Savannah River site;
2. analyzing explosive hazards in process tanks at the Rocky Flats Plant and the Savannah River site by modeling the generation of build-up of flammable gases and vapor mixing;
3. calculating thermal gradients in nuclear components and modeling corrosion rates to forecast the remaining lives of vessels that contain radioactive materials;
4. analyzing impacts of waste acceptance criteria for plutonium residues; and
5. researching treatment and disposal options of spent nuclear fuel.

Year Three

The individual is sent to graduate school with fully-paid tuition and full salary during this second year. Selection of graduate school and course of study are mutually agreed upon by the Board and individual.

Year Four

Incumbent spends approximately one year on a challenging technical assignment. Possibilities include working, with a private company, national laboratory or other government agency. Examples of host companies include: [Westinghouse](#), [Duke Power](#), [Millstone Nuclear Power Station](#), [US Army Corps of Engineers](#), [NASA](#), [Los Alamos National Lab](#), and [Oak Ridge](#).

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QUICK GUIDE FOR ROUTING AND APPROVALS

Travel Authorizations (TA)

1. Arranger – Prepares the TA; submits the TA to the appropriate supervisor for approval.
2. Supervisor – Reviews the TA; submits to the Division of Acquisition (DAF) Reviewer for approval.
3. DAF Reviewer – Reviews TA for correctness in accordance with the Federal Travel Regulation (FTR). Upon the completion of the review, the TA will be submitted to GSA Finance.

Note: The TAs for Board Members, SES-level staff and those requiring special approval (i.e., “First-class” or “business-class” transportation, extra-fare train service, actual expenses) must be approved by the General Manager and the General Counsel, in addition to Supervisor approval. The DAF Reviewer will send the TA to the General Manager and the General Counsel after review. Once approved, the TA will be submitted to GSA Finance.

Travel Vouchers

1. Arranger – Prepares the travel voucher including scanning all receipts and attaching them to the voucher in CONCUR. Arranger then submits the voucher to the traveler for approval.
2. Traveler – Reviews the travel voucher; submits it to the Approving Official (AO) in the Division of Acquisition and Finance for “final” approval.
3. Approving Official – Reviews the voucher for correctness in accordance with the Federal Travel Regulation (FTR) and the Board’s Administrative Operating Procedures. Once approved, the Voucher will be submitted to GSA Finance for payment.

What Am I Certifying on the Travel Voucher?

Arranger (depending on your division’s procedures) – Certifies that there is evidence (in the form of receipts and the signature of the traveler) that a trip has occurred.

Traveler – Certifies that the travel voucher is true and correct to the best of his/her knowledge and belief, and that payment or credit has not been received.

Approving Official – Ensures that expense(s) are reasonable and in accordance with the FTR and the Board’s Administrative Directive and certifies that such expense(s) are valid for payment.

Note: If a designated arranger or approving official is out of the office, you can use his/her alternate.

Miscellaneous Vouchers

1. Arranger – Prepares the miscellaneous voucher, including scanning all receipts and attaching them to the voucher in CONCUR. Arranger then submits the voucher to employee for approval.
2. Employee – Reviews the miscellaneous voucher; submits it to his/her supervisor for approval.
3. Supervisor – Reviews the miscellaneous voucher; submits it to the Approving Official for approval.
4. Approving Official – Reviews the miscellaneous voucher for correctness in accordance with federal regulations and the Board’s Administrative Directive. Once approved, the Miscellaneous Voucher will be submitted to GSA Finance for payment.

What Am I Certifying on Miscellaneous Voucher?

Arranger (depending on your division’s procedures) – Certifies that there is evidence (in the form of receipts and the signature of the employee) that expense(s) have occurred.

Employee – Certifies that the miscellaneous voucher is true and correct to the best of his/her knowledge and belief, and that payment or credit has not been received.

Supervisor – Certifies that expense(s) were authorized and approved.

Approving Official – Ensures that expense(s) are reasonable and in accordance with the FTR and the Board’s Administrative Directive and certifies that such expense(s) are valid for payment.

Note: If a designated arranger or approving official is out of the office, you may use his/her alternate.

DNFSB RECOMMENDATION LEADS		
RECOMMENDATIONS	TECHNICAL LEAD	LEGAL STAFF
11-1 Safety Culture at the Waste Treatment and Immobilization Plant	Minnema	Fox
12-1 2012-1, Savannah River Site Building 235-F Safety	Lin	Blaine
12-2 Hanford Tank Farms Flammable Gas Safety Strategy	Bradisse	Gilman
14-1 Emergency Preparedness and Response	Beaty	Blaine
15-1 Emergency Preparedness and Response at Pantex	Helfrich	Fox

DNFSB RESIDENT INSPECTORS		
SITE OFFICES	RESIDENT INSPECTOR	COGNIZANT ENGINEERS
Hanford	Fox/Gutowski	Cleaves (RL)/Bradisse (ORP)
Idaho National Laboratory	N/A	Sharpless
Lawrence Livermore National Laboratory	N/A	Bullen
Los Alamos National Laboratory	Plaue	Migliorini/Vacant (EM)
Nevada Nuclear Security Site	N/A	Powers
Oak Ridge National Laboratory	Meszaros/Vacant	Shrestha
Pantex	Beauvais/Arnold	Berg
Sandia National Laboratories	N/A	Brown
Savannah River Site	Sautman/McCabe	Vacant (TF)
Waste Isolation Pilot Plant	N/A	Beaty
Y-12	Meszaros/Vacant	Weathers
PROJECT LEADS		
Aging Infrastructure (Multiple Sites)	N/A	D. Andersen
Low-Activity Waste Pretreatment System	N/A	Vacant
Permanent Ventilation System	N/A	Velazquez-Lozada
Uranium Processing Facility	N/A	Jackson
Waste Treatment Plant	N/A	Vacant



Recommendations Commitment Tracking

- [Recommendation Leads \(PDF\)](#)
- [All Commitments \(Open\) in All Recommendations](#)
- [All Commitments \(Open & Closed\) in All Recommendations](#)

Recommendation	Open Commitments	Open & Closed Commitments
Recommendation 09-2	Open	Open & Closed
Recommendation 09-1	Open	Open & Closed
Recommendation 08-1	Open	Open & Closed
Recommendation 07-1	Open	Open & Closed
Recommendation 05-1	Open	Open & Closed
Recommendation 04-1	Open	Open & Closed
Recommendation 04-2	Open	Open & Closed
Recommendation 02-1	Open	Open & Closed
Recommendation 02-2	Open	Open & Closed
Recommendation 02-3	Open	Open & Closed
Recommendation 01-1	Open	Open & Closed
Recommendation 00-1	Open	Open & Closed
Recommendation 00-2	Open	Open & Closed
Recommendation 99-1	Open	Open & Closed
Recommendation 98-1	Open	Open & Closed
Recommendation 98-2	Open	Open & Closed
Recommendation 97-1	Open	Open & Closed
Recommendation 97-2	Open	Open & Closed
Recommendation 95-1	Open	Open & Closed
Recommendation 95-2	Open	Open & Closed
Recommendation 94-1	Closed	Open & Closed
Recommendation 92-1	Open	Open & Closed
Recommendation 92-2	Open	Open & Closed
Recommendation 92-3	Open	Open & Closed
Recommendation 92-4	Open	Open & Closed

Related Pages

[Document Tracking and Status Homepage](#)

[Recommendations Commitment Tracking](#)

[DOE Letter Commitment Tracking](#)

[Technical Documents Sent to the Board](#)

Internal Procedure Number Two

OTD-2: Commitment Tracking Resulting From Board Recommendations And Associated Implementation Plans

Purpose. To identify and track the status of Department of Energy (DOE) commitments to the Defense Nuclear Facilities Safety Board (Board) as a result of the Board's acceptance of a DOE implementation plan in response to a Board Recommendation.

Tools. OTD Commitment Tracking Database for all DOE commitments specified in Board Recommendations and approved implementation plans.

Process.

Step 1: WHEN the Chairman signs correspondence accepting the DOE implementation plan in response to a Board Recommendation, the Executive Office Assistant to the Technical Director shall ENTER the following information into the Commitment Tracking Database for Recommendations and Associated Implementation Plans.

1. The next sequential *Order* number for the entry.
2. The *Source Code* of the commitment, cross-referenced to the Recommendation number and the reference number in the DOE implementation plan.
3. The *commitment summary*, consisting of a brief description of each specific action committed to in the implementation plan.
4. The *Staff Lead/Alternate* for the commitment.
5. The *Due Date* for each commitment, as stated in the implementation plan.
6. The *Closure Date* – to be entered when each commitment is completed.
7. *Comments* that provide additional relevant information on each commitment.

Step 2: MONTHLY, the Executive Office Assistant to the Technical Director shall GENERATE two formatted reports from the Commitment Tracking Database for Recommendations and Associated Implementation Plans (one showing open commitments, and one showing all commitments) and POST them in an appropriate location accessible via the Board's intranet website

Step 3: The assigned *Staff Lead* shall MONITOR DOE's progress in meeting each commitment and PROVIDE updated information to the cognizant Group Lead as events dictate.

Step 4: ONCE a month at a weekly Group Lead Meeting, the Technical Director and the Group Leads shall REVIEW the open entries in the Commitment Tracking Database for Recommendations and Associated Implementation Plans, EVALUATE DOE progress toward satisfying the commitments, and DEVELOP updates and additions to the data in the database. Typically, these updates and additions will consist of:

1. Updates to the *Staff Lead* assignment if required.
2. Updates to the *Due Date* to reflect the next expected milestone or checkpoint.
3. Additions to the *Comments* field -typically entries to document major milestones, deliverables, or activities associated with each commitment as they occur.
4. If all expected DOE actions for a commitment have been satisfied, CHANGE the status of the commitment to "closed" and enter the *Closure Date*.

Step 5: When all DOE commitments associated with a Board Recommendation have been completed satisfactorily, the cognizant Group Lead will PREPARE a letter for the Chairman's signature closing the recommendation. The Technical Director will review and approve each proposed closure letter prior to the Chairman's review.

Step 6: WHEN presented with updates and additions to the database by the Technical Director or the Group Leads, the Executive Office Assistant to the Technical Director shall promptly ENTER the changes into the Commitment Tracking Database for Recommendations and Associated Implementation Plans.

Approved by: Timothy J. Dwyer, Technical Director

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Records Management

Access all Records Documents on this page, sorted by date descending.

Title	Type	Size	Updated	Download
RM Training Brief Updated Resources 04252017	PDF	271.26 KB		
Proposed New and Updated Retention Schedules final	PDF	213.95 KB	05 Apr, 2017	
RM Training Brief 04052017	PDF	267.79 KB	05 Apr, 2017	
DNFSB Entry-Exit Checklists	PDF	345.83 KB		
Records Management Guidance for Political Appointees	PDF	322.51 KB		

Related Pages

- [Administration Homepage](#)
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- [Information Technology](#)
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Report Fraud, Waste, and Abuse

The Counsel Nuclear Regulatory Commission- Office of the Inspector General (NRC-OIG) provides DNFSB employees, other government employees, contractor employees, and the public with a confidential means of reporting incidents of suspicious activity concerning fraud, waste, abuse, and employee or management misconduct. Individuals are also encouraged to report concerns regarding mismanagement of agency programs or dangers to public health and safety.

It is not our policy to attempt to identify people who contact us. You may contact the NRC-OIG by telephone, online, or by mail. You may provide your name, address, or phone number, if you wish.

What should be reported?	
Contract and Procurement Irregularities	Abuse of Authority
Conflicts of Interest	Misuse of Government Credit Card
Theft and Misuse of Property	Time and Attendance Abuse
Travel Fraud	Misuse of Information Technology Resources
Misconduct	Program Mismanagement

Contact the OIG Hotline

1-800-233-3497
 8:00am - 4:00pm (EST)
 After hours, please leave a message.

Submit online:

www.nrc.gov
 Click on [Inspector General](#)

Click on the [OIG Hotline](#)

Or Contact the

U.S. Office of Special Counsel

1-800-572-2249
www.osc.gov

Disclosure Unit

Office of Special Counsel
 1730 M Street, N.W. (Suite 218)
 Washington, DC 20036-4505

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Reports & Papers

Technical Reports

Reports on technical issues relating to DOE sites.

Info Papers

Internal informational papers about specific nuclear topics relating to DOE nuclear defense sites.

Site Rep Weeklies

Weekly status reports from DNFSB Site Representatives

Group Weeklies

Weekly Technical Staff Working Group status reports on current issues and tasks

Board One-Pagers

Brief one page documents to inform the Board on specific important issues for meeting discussions.

Rela

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Requests to Sign Non-Disclosure Agreements

In a handful of cases over the Board's twenty years of operations, members of the Board's staff have been asked by DOE or by one of its contractors to sign a non-disclosure agreement as a condition of receiving or even viewing certain documents. (b) (5)

(b) (5)

The Board has, in the past, consented to having staff members sign statements which acknowledge receipt of a sensitive document, state the Board's awareness of that sensitivity, and aver that appropriate protections will be accorded the document such as limited copying, record of each copy's internal circulation, secure storage, and destruction when no longer needed. (b) (5)

(b) (5)

(b) (5)

Decisions regarding agreements will be made by the Chairman. In every case encountered so far, we have been able to obtain needed documents subject to workable restrictions on copying, use and storage.

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- [Department of Energy Home \(energy.gov\)](#)
- [National Nuclear Security Administration](#)
- [DepRep to DNFSB](#)
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- [Travel Cards](#) (Card Holders upon receipt and triennially thereafter), Board Administrative Directive 211.2
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 - [Agency/Organization Program Coordinators \(A/OPC\)](#)
- **Time and Attendance** (Timekeepers and Certifiers), Board Administrative Directive 212.1
- **Records Management** (Secretaries), Board Administrative Directive 18.1
- **Correspondence Control** (Control Clerks), Board Administrative Directive 18.1
- [Privacy for Personnel maintaining Security, Time and Attendance, Personnel, Drug Testing and](#)

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- [Management/Leadership](#) (Executives, Managers, Supervisors), OPM Memorandum, Guidelines for Managerial Development Sept 12, 2006 and 5 CFR 412 (1997)
- [Merit Staffing](#) (Supervisors), Board Administrative Directive 121.1
- **EEO** (Executives, Managers, Supervisors)
 - [Anti-Harassment Policy and Complaint Procedures](#), EEOC Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, Notice 915.002, Jun 18, 1999
 - [EEO Policy and Program](#), 29 CFR Ch. XIV (7-1-03 Edition)
 - [Agency Obligations under Title VII](#) (Civil Rights Act of 1964), EEOC Management Directive 715

Related Pages

Required Employee Training

Other Training Topics

- Leadership Seminar
- Technical Training
- Benefits Training
- GoLearn

Personnel Radiation Exposure Records and Files, DNFSB Privacy Program, Feb 5th, 2007

- **Contract Officer Technical Representative** (COTR, all COTRS), FAAR

- **Drug Free Work Place, Board Drug-Free Workplace Plan, July 26, 2006**

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- [Idaho National Laboratory](#)
- [Lawrence Livermore National Laboratory](#)
- [Los Alamos National Laboratory](#)
- [Nevada National Security Site](#)
- [Pantex](#)
- [Sandia National Laboratories](#)
- [Savannah River Site](#)
- [Waste Isolation Pilot Plant](#)
- [Y-12](#)

Related Pages

- DOE Sites Home
- Res Inspector Contact Information
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- Idaho National Laboratory
- Los Alamos National Laboratory
- Lawrence Livermore
- Nevada National Security Site
- Oak Ridge National Laboratory
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Type	Name	Week Ending Date	Published Date	Web Post Date
	Harford Week Ending January 6 2018	1/6/2017	1/6/2017	
	Los Altos Week Ending January 6 2017	1/6/2017	1/6/2017	1/6/2017
	Oak Ridge Week Ending January 6 2017	1/6/2017	1/6/2017	
	Pleasanton Week Ending January 6 2017	1/6/2017	1/6/2017	
	Oak Ridge Week Ending December 30 2018	12/ 5/2018	1/3/2017	

Resident Inspector Week Office Assignments
(April 2–6, 2018)

Office Number:	Office Locations:
Room # 310:	Zach McCabe (Leigh Lin's Office)
Room # 323:	Mark Sautman (Chris Scheider's Office)
Room # 340:	Jonathan Plaue (Vacant Office)
Room # 432:	Zack Beauvais (Vacant Office)
Room # 8028:	Ramsey Arnold (Vacant Office)
Room # 8040:	Padraic Fox (Ken Deutsch's Office)
Room # 8042:	Bob Quirk (Vacant Office)
Room # 8043:	Dave Gutowski (Previously Ajit's Office)



Retirement and Financial Planning

Financial Literacy Month Documents

- [Financial Pitfalls](#)
- [Retirement Income IQ Survey](#)
- [TSP Handouts](#)
- [Allocating Your TSP in Uncertain Times](#)

Related Pages

- Employee Info Homepage
- NRC-IG
- Benefits, Pay and Leave
- Employment Opportunities
- Notices and Publications
- Retirement and Financial Planning
- Video Library
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- Health & Wellness (FOH)
- Drug Free Workplace
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2017	Salary Table	Pay Period Calendar
2016	Salary Table	Pay Period Calendar
2015	Salary Table	Pay Period Calendar
2014	Salary Table	Pay Period Calendar
2013	Salary Table	Pay Period Calendar
2012	Salary Table	Pay Period Calendar
2011	Salary Table	Pay Period Calendar
2010	Salary Table	Pay Period Calendar
2009	Salary Table	Pay Period Calendar

Related Pages

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Sandia National Laboratories Sharepoint Site

Points of Contact

Titles	Name	Email	Office Phone	Pager	Fax
DNFSB Cognizant Engineer	Douglas J Brown	(b) (6)	(b) (6)		(b) (6)
DNFSB Resident Inspector	Vacant				
Site Office Liaison (Primary)	Mark Hamilton	Mark.Hamilton@nnsa.doe.gov	(505) 845-4045		
Site Office Liaison (Backup)	Jeffrey Petraglia	Jeffrey.Petraglia@nnsa.doe.gov	(505) 284-7668		
Contractor Liaison (Primary)	Randy Castillo	rcasti@sandia.gov	(505) 845-9976		
Contractor Liaison (Backup)	Gabe King	ggking@sandia.gov	(505) 284-4032		



Albuquerque, NM

Hotels

Name	Address	City	State	Zip	Phone	Fax	Edit
Courtyard Marriott	1920 Yale Boulevard	Albuquerque	NM	87106	(505) 843-6600	(505) 843-8740	
Hilton Garden Inn	2601 Yale Boulevard SE	Albuquerque	NM	87106	(505) 765-1000	(505) 243-2200	
Wyndham Albuquerque Hotel	2910 Yale Blvd SE	Albuquerque	NM	87106	(505) 843-7000		
Fairfield Inn	2300 Centre Ave Se	Albuquerque	NM	87106	(505) 247-1621	(505) 247-9719	
Radisson	2500 Carlisle Blvd NE	Albuquerque	NM	87110	(505) 889-4902	(505) 888-3999	

Addresses

Titles	Address
US Mail	National Nuclear Security Administration U. S. Department of Energy Service Center P. O. Box 5400 Albuquerque, New Mexico 87185-5400
UPS	None

Restaurants

Name	Address	City	State	Zip	Phone	Cuisine	Edit
El Pinto	10500 4th Street NW	Albuquerque	NM	87114	(505) 898-1771	Mexican	
Flying Star	3416 Central Ave SE	Albuquerque	NM	87106	(505) 255-6633	American	
Garduno's	2100 Louisiana Blvd NE at Winrock Mall	Albuquerque	NM	87110	(505) 880-0055	Mexican	
Quarters BBQ	801 Yale Blvd SE	Albuquerque	NM	87106	(505) 247-8579	BBQ	
Sadies	6230 4th St NW	Albuquerque	NM	87107	(505) 345-5339	Mexican	

Airports

Name	City	State	Primary/Secondary
Albuquerque International Sunport (ABQ)	Albuquerque	NM	Primary

Announcements

There are currently no active announcements.

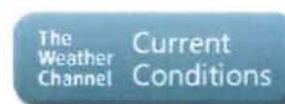
Links

There are currently no favorite links to display.



Savannah River Site

Savannah River Site Sharepoint Site



Augusta, GA



Aiken, SC

Points of Contact

Titles	Name	Email	Office Phone	Mobile Phone	Pager	Fax
DNFSB Acting SRS Cognizant Engineer	Carter Shuffler	(b) (6)	(b) (6)		N/A	(b) (6)
DNFSB Resident Inspector	Mark Sautman	(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)
DNFSB Resident Inspector	Zachary McCabe	(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)
NNSA Site Office Liaison	Charles Voldness	Charles.Voldness@nnsa.srs.gov	(803) 208-1517			
DepRep Contact	Steve Petras	Steven.Petras@hq.doe.gov				
SRNS Liaison	Sandra Bland	Sandra.Bland@srs.gov				
SRR Liaison	Vijay Jain	Vijay.Jain@srs.gov				
EM Site Office Liaison	Janet (Avila) Reynolds	Janet.Reynolds@srs.gov	(803) 725-9776			(803) 725-5519

Addresses

Titles	Address
US Mail	US DOE SRS Road 1A Aiken, SC 29802
UPS	US DOE SRS Road 1A Aiken, SC 29802

Airports

Name	City	State	Primary/Secondary
Columbia Metropolitan Airport (CAE)	Columbia	SC	Secondary
Augusta Regional Airport (AGS)	Augusta	GA	Primary

Announcements

There are currently no active announcements.

Hotels

Name	Address	City	State	Zip	Phone	Fax	Edit
Country Inn & Suites Closest place to site (at least, the closest that you'd want to stay in). Clean, seems like it's either new or recently renovated. Free breakfast, but I hope you like grits/biscuits/gravy sort of stuff. Also, muffins, toast, cereal, apples, waffle maker.	3270 Whiskey Rd	Aiken	SC	29803	(803) 649-4024	(803) 649-4012	
Fairfield Inn & Suites The other preferred option for the staff. Also hot breakfast. About 5-10 minutes further from SRS than the Country Inn, so you have more travel time. But if you are loyal to Marriotts, here is one.	185 Colony Parkway	Aiken	SC	29803	(803) 648-7808	(803) 649-6515	
TownePlace Suites Brand new, located between the Country Inn and the Fairfield. Marriott family; meant for extended stay. you get a kitchen. free breakfast, but only cold stuff. No staff have tried it yet, but reviews are good.	1008 Monterey Dr	Aiken	SC	29803			

Links

- [Savannah River Site Home Page](#)
- [SRS Planning Page](#)
- [Documents: fed/contractor produced](#)
- [Documents: Staff agendas, internal working documents, etc](#)

Restaurants

Name	Address	City	State	Zip	Phone	Cuisine	Edit
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Shane's Rib Shack (more modern than Carolina/Dukes/Bobbys, and yes it's a chain, but it's pretty good, very near the Country Inn, and open all week) Good value, but NOT all-you-can-eat.	2645 Whiskey Rd	Aiken	SC	29803	(803) 226-0192	BBQ
Carolina Barbecue (Thursday, Friday and weekend ONLY). The most famous place to eat at SRS. Your cog thinks it is overrated - the pork is sort of dry and flavorless - they seem to assume you'll drown it with your choice of sauce to add moisture and flavour - but you still have to go if you're there for lunch or dinner on Thursday.	109 Main St S	New Ellenton	SC	29809	(803) 652-2919	BBQ
On the competitors: Dukes has a better selection of southern side dishes, but otherwise don't bother - Carolina is better. Bobby's is open more days, has a bigger seating area, has more kinds of meat, but it's inconveniently located, and just not as good as Carolina.						
SRS 766-H Cafeteria. Open 11 am - 1 pm, but get there before 12:45 because they can start running out of food, and they sometimes close the gate early. Salad bar, burgers and fried/grilled stuff, and a couple southern entrees that rotate daily. They take credit cards, but that breaks sometimes, so have cash just in case.	766-H					Southern/Fried
Red Bowl Asian Bistro. Much better than you'd expect in Aiken - it's actually pretty good. Maybe just stay away from the cliché-sounding "chinese" dishes - or maybe you like that sort of thing. Get there by 6 or so, and you'll get half-priced appetizers and sushi - great deal (check to make sure that's still true). very near the Country Inn	2645 Whiskey Rd	Aiken	SC	29803	(803) 226-9888	Japanese/Chinese/Thai
Salsa's Mex-Mex Pretty good food, great value. Look for the specials. Better than the other Mexican places in town. next to the Hampton Inn and Papa Johns - it's basically on Whiskey Rd, but you might miss it if you aren't looking.	109 Tamil Dr	Aiken	SC	29803	(803) 643-2722	Mexican
Aiken Brewing Company Little brewpub. food is decent - but that's not really why you go here. This is downtown. Very popular with the locals.	140 Laurens St SW	Aiken	SC	29801	(803) 502-0707	Bar & Grill
JC's Seafood. Not open every night. Very near the Country Inn. By the mini-golf - it's the shack that shares a parking lot with the mini-golf. Only for the adventurous. What you do: take 3+ people. go inside, and ask for the "low country seafood boil". You pay a base price (about \$10) for them to make a base using potatoes, sausage and corn. Then they'll add whatever seafood you want, at the normal retail price (this is a seafood store, not a restaurant). when done, they put the food in a plastic bag, and you take it to the picnic table in the back. Eat with your hands. Make a mess. It's pretty great.	3189 Whiskey Rd	Aiken	SC	29803		Seafood
Other stuff in downtown Aiken Walk around downtown, including around The Alley, off of Laurens St. A bunch of stuff, some of it upscale and more expensive. If the weather is nice, it's a rather pleasant place for a walk. see Casa Bella for Italian, Malias for American, Prime for steak (I haven't been to any of these, mind). I do not like Takosushi however.		Aiken	SC	29801		American Upscale
Chains: Every fast food and casual dining place you could ever not want. If you lack imagination or time, there is a lot of fast food along Whiskey Rd. There is also an epidemic of chain casual dining - Applebees, Red Lobster, Chilis, Outback, Longhorn sort of stuff. Wear all your 37 pieces of flair.		Aiken	SC			Junk Food
Fried Chicken place with a somewhat offensive name I'm actually afraid to go there, so I haven't been. But eventually somebody has to go find out what it's like.	651 Silver Bluff Rd	Aiken	SC	29803		Fried Chicken
The Pizza Joint Huge slices of pizza, good drink selection. Not very fancy but good price.	125 Richland Ave W	Aiken	SC	29801		Pizzeria
Jade of China Decent Chinese, pretty good price. If you order the Mu Shu a tiny lady will come out of the kitchen and prepare it at your table.	1014 Pine Log Rd	Aiken	SC	29803		Chinese
Takosushi - Casual joint with an eclectic menu including Mexican, Southwestern, Asian & sushi, in vibrant digs. One of the most popular restaurants in the Aiken/Augusta area, highly recommended.	210 The Alley	Aiken	SC	29801		Japanese-Mexican Fusion



Scheduling Annual and Sick Leave

As we approach the end of the 2008 leave year, I would like to remind everyone about established leave request and approval procedures that help both employees and supervisors track work activities, schedule vacation and holiday leave plans, and maintain necessary office coverage. Federal regulations require that annual leave balances in excess of 240 hours at the end of the leave year be forfeited unless such leave is scheduled and used. Senior Executive Service (SES) and Senior Level (SL) employees are limited to a carry over balance of 720 hours of annual leave. The current leave year will end on January 3, 2009.

Requesting Leave

Annual Leave/Compensatory Time/Leave Without Pay (LWOP):

- a. Annual Leave (including Compensatory Time and LWOP) is requested by submitting a completed OPM Form 71, Application for Leave, to your supervisor. Requests for Annual Leave should be submitted at least 2 workdays in advance of the requested time off. Annual Leave, Compensatory Time, and LWOP may be taken with your supervisor's approval.
- b. In emergency situations, you should contact your supervisor, or in their absence, another management official, within the first two hours of the workday and fully explain your need for Annual Leave, Compensatory Time, or LWOP. Annual leave may be taken, if approved, at the time of your telephone request. Upon return to duty, OPM Form 71 must be completed and submitted immediately.
- c. If you have insufficient leave to cover a requested absence, your supervisor may advance Annual Leave up to the amount you would earn through the end of the current leave year. Annual Leave may never be advanced from a future leave year.

Sick Leave:

1. Sick Leave is requested by submitting a completed OPM Form 71 to your supervisor. Sick Leave should be requested at least 2 workdays in advance of medical, dental, or optical appointments. Sick Leave may be taken with your supervisor's approval.
2. When requesting sick leave in emergency situations, you should contact your supervisor, or in their absence, another management official, by telephone within the first two hours of the workday and fully explain your need for Sick Leave. If you are unable to call, you must have another person call on your behalf. Sick Leave may be taken, if approved, at the time of your telephone request. Upon return to duty, OPM Form 71 must be completed and submitted immediately.
3. Supervisors do not have the authority to advance Sick Leave. All requests related to advanced Sick Leave must be directed to the Division of Human Resources.

Use or Lose Annual Leave

Annual Leave scheduled and approved in writing before the start of the third biweekly pay period prior to the end of the leave year may be considered for restoration. Consequently, all use or lose Annual Leave must be scheduled and approved on OPM Form 71 no later than November 22, 2008. Verbal requests and/or plans written on calendars are not sufficient. Use or lose Annual Leave that is not scheduled and approved in writing by November 22, 2008, cannot be restored.

There are only a few situations that permit restoration of forfeited Annual Leave—exigency of public business, illness, or administrative error. An exigency of public business is a situation where operational requirements are of such magnitude or significance that the employee cannot be excused from duty. If this is the case, a supervisor must declare in writing that work requirements are of such importance that there is no reasonable alternative to the cancellation of scheduled Annual Leave. Such exigencies must be unforeseeable, and not the result of normal work pressures, seasonal variations in work, or other situations which careful scheduling might alleviate.

Please note that if an exigency terminates before January 3, 2009, the scheduled Annual Leave must be taken during the remaining workdays of the leave year. Only scheduled leave in excess of what could be taken after the exigency terminates and the end of the leave year may be considered for restoration purposes.

If you have questions regarding the cancellation and restoration of Annual Leave, please contact the Division of Human Resources.

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Short Courses

This page contains links to miscellaneous training on related topics.

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Course Title	Vendor	Length	Description	Audience	Review	Recent Attendees
Short Courses in General	ASME/AICHE	Varies	Wide Variety of both ASME & AICHE courses hosted on the ASME website	Varies	Good to Excellent	Stokes
Hazardous Waste Site Worker (HAZWOPER)	AAESI	5 Days	Hazardous Waste Site Worker training that satisfies the OSHA initial training requirements for General Site Workers as specified in 29 CFR 1910.120 (e)(3)(i).	All Tech Staff	Hazardous waste portion was fair, and the first aid training was excellent	Lewis, Sharpless, Laake, Roscetti, Gerlach, Andersen
Radworker II	SRS	4 Days	DOE Radworker II: Complex Wide	All Tech Staff	Positive	All Technical Staff
Radworker II	Hanford Site	2 Days	DOE Radworker II: Hanford Specific	Those who work mostly at Hanford	Positive	Lewis
WR-708 Survey of Weapons Technology & Development	Sandia National Lab	5 Days	Learn everything you wanted to know about weapons	All Tech Staff with Q Clearance	Positive	Gutowski, Anderson

<u>Fundamentals of Actinide Chemistry</u>	Radiochemistry Society	3 Days	Chemists, engineers, scientists, technicians, and managers who recognize the need for improvement of their skill set and fundamental knowledge of radiochemistry. Completion of this three day course will enhance and support nuclear related decision-making as well as provide formal academic principles in Actinide Chemistry.	Limited chemistry experience	Advanced course would probably be more useful	Lewis, Sharpless
<u>MIT Nuclear Plant Safety Course</u>	MIT	5 Days	Focuses on new developments in safety and regulatory issues of operating and planned reactors in the US and abroad. Topics include: Power uprates, Risk-informed operations, Causes of plant outages, High performance fuel, Waste management, & Advanced Reactors	Degree-holding engineers and scientists with some knowledge of nuclear facility technology	Good course	Duncan, Burnfield, Anderson
<u>Nuclear Criticality Safety Training Course</u>	LLNL	4 Days	This training course is specifically designed to meet the formal criticality safety engineer qualification requirements contained in DOE STD 1173-2003 and DOE STD 1135-99.	Non Nuclear Engineers	The best part is the hand stacking experiments to determine changes in approach to criticality based on enrichment, separation, moderation, and reflection. The hand calculations are useful.	Rauch, Anderson
<u>Process Hazards Analysis</u>	ABS Consulting	5 Days	This was a great introduction to basic hazards analysis techniques (HAZOP,	Geared towards the chemical industry, not the	Good for those without PHA experience.	Shuffler

<u>Leader Training</u>			What-If/Checklist). Learn how to perform PHAs that meet federal regulatory requirements.	nuclear industry.		
<u>In-Place Filter Testing Workshop</u>	Harvard School of Public Health	5 Days	Learn the latest air-cleaning techniques and regulatory requirements for in-place filter testers. This practical course is an essential component of preparing individuals to test and certify systems containing HEPA filtration and gas adsorption systems.	Geared towards both those with and without nuclear air cleaning experience.	Excellent	Shuffler
<u>Introduction to the Technology of Explosives</u>	Computational Mechanics Associates	3 Days	The course provides a thorough grounding in the various technologies used in the design and application of explosives and explosive systems.	Inexperienced Workers	Positive	Martin
<u>Shock and Detonation. An Engineering Approach</u>	Computational Mechanics Associates	3 Days	The course is designed to help you understand, analyze and solve a broad range of problems involving shock waves and energetic materials.	Technical People (facility with algebra & familiarity with the principles of thermo & chemistry)	Positive	Martin
<u>Nuclear Criticality Safety</u>	University of New Mexico	5 Days	The purpose is to provide an overview of the theory and practice of nuclear criticality safety. It also provides backgrounds in hazards and controls for criticality.	Non Nuclear Engineers and individuals with less than two years of experience in the field.	Positive	Matteucci
Level III Radiographic Testing	American Society for Nondestructive Testing	3 days	Physics of radiography, radiation sources and devices, shielding and personnel safety. Film, digital, and neutron radiographic techniques,	Technical Staff	An excellent course to take for all engineering fields	Heshmatpour

			radioscopy, back scatter imaging, computed tomography, and x-ray fluorescence, penetrameters and image quality indicators, and results interpretation.			
Level III Liquid Penetrant Testing	American Society for Nondestructive Testing	2 days	Types of liquid penetrants and their characteristics, mechanism of penetration, emulsification, and development, penetrant processing and process control, selection of methods and equipment, safety, health, and disposal, and results inspection, interpretation and evaluation.	Technical Staff	An excellent course to take for all engineering fields	Heshmatpour
Arc Welding Inspection and Quality Control	Hobart Institute of Welding Technology	5 Days	Detailed reviews of arc welding techniques, welding standards, codes, symbols, procedures and their qualification, welding discontinuities and defects, visual inspection, and non-destructive and destructive testing.	All Tech Staff	Excellent	Heshmatpour

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0830			TD/DTD/McCabe	Resident Inspector Forum All Resident Inspectors Conference Room 425	0830
0900	DTD/Arnold	Office of Special Counsel Training: Prohibited Personnel Practices and Whistleblower Protections (for Supervisors/Managers Only) Scheduled by: OGM Conference Room 352	Annual Ethics Training All Staff Scheduled by: Joe Gilman Conference Room 352		0900
0930	DTD/Fox				In-Brief on Plans for IACTS Audit / Scheduled by: OIG All Resident Inspectors – Conf. Room 425
1000		Annual Information Security Training All Staff (Mandatory for All Clearance Holders) Scheduled by: Kim Knight Conference Room 352	Hanford Status All Conference Room 352	TD/DTD/Beauvais	1000
1030					Privacy Act Training All Staff (Mandatory for All Employees) Scheduled by: OGM Conference Room 352
1100		Insider Threat Training All Staff (Optional for All Employees) Scheduled by: OGM Conference Room 352	LANL Status All Conference Room 352		1100
1130					TD/DTD/Gutowski
1200		Lunch	Lunch	Lunch	1200
1230					
1300		SRS Status All Conference Room 352	Pantex Status All Conference Room 352	TD/DTD Meeting with All Resident Inspectors Conference Room 425	1300
1330					
1400		DTD/Sautman	COOP Awareness Training All Staff (Mandatory for All Employees) Scheduled by: OGM Conference Room 352	Occupational Radiation Exposure Monitoring Program Training (All Technical Staff) Scheduled by: Doug Minnema Conference Room 352	1400
1430		Presentation on the DNFSB Geographic Information System Natural Phenomena Hazards Database (All Technical Staff Invited) Scheduled by: Yong Li Conference Room 352	TD/DTD/Fox	TD/DTD/Sautman	1430
1500	DTD/McCabe			TD/DTD/Plaue	
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1600					1600



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NuclearPride:

<https://nuclearpride.wordpress.com/>
<https://www.facebook.com/NuclearPride>
<https://twitter.com/nuclearpride>

#BornPerfect:

<http://www.ncrights.org/our-work/bornperfect/>

Volunteer Opportunities

<http://www.thetrevorproject.org/pages/volunteer>

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APRIL 9	APRIL 10	APRIL 11	APRIL 12	APRIL 13
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(b) (6)				
(b) (6)			(b) (6)	
				(b) (6)
				(b) (6)
				(b) (6)
APRIL 16	APRIL 17	APRIL 18	APRIL 19	APRIL 20
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(b) (6)				
		(b) (6)		
				(b) (6)
APRIL 23	APRIL 24	APRIL 25	APRIL 26	APRIL 27
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(b) (6)				
(b) (6)				
(b) (6)				

APRIL 30	MAY 1	MAY 2	MAY 3	MAY 4
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(b) (6)				
		(b) (6)		
			(b) (6)	

MAY 2018

STAFF LEAVE CALENDAR

NMPS, NPA, NFDI, NWP, PA & RESIDENT INSPECTORS

MAY 7	MAY 8	MAY 9	MAY 10	MAY 11
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(b) (6)				
(b) (6)				

MAY 14	MAY 15	MAY 16	MAY 17	MAY 18
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(b) (6)				
(b) (6)		(b) (6)		
				(b) (6)

MAY 21	MAY 22	MAY 23	MAY 24	MAY 25
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(b) (6)				(b) (6)

MAY 28	MAY 29	MAY 30	MAY 31	JUNE 1
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HOLIDAY Memorial Day	(b) (6)			

JUNE 2018

.....

STAFF LEAVE CALENDAR

NMPS, NPA, NFDI, NWP, PA & RESIDENT INSPECTORS

JUNE 4	JUNE 5	JUNE 6	JUNE 7	JUNE 8
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(b) (6)				
(b) (6)				

JUNE 11	JUNE 12	JUNE 13	JUNE 14	JUNE 15
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(b) (6)				
(b) (6)				
JUNE 18	JUNE 19	JUNE 20	JUNE 21	JUNE 22
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		(b) (6)		
		(b) (6)		
JUNE 25	JUNE 26	JUNE 27	JUNE 28	JUNE 29
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(b) (6)				
(b) (6)				
				(b) (6)

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Student Loan Repayment Program

D-121.3, Student Loan Repayment Program, has been approved and signed by the Chairman and added to the Board Intranet under Section 120 (Employment) of the Administration/Directives and Operation Procedures Tab at <http://intranet.dnfsb.gov/directives/directives-home>. This Directive cancels Administrative Directive 121.3C, Student Loan Repayment Program, dated 12/29/2003. Also posted was an accompanying Operating Procedure, OP-121.3-1.

Below is a presentation overview of the updated SLRP from September, 2015.

[Student Loan Repayment Program](#)

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SUBMITTING CLAIMS FOR REIMBURSEMENT

Travel Vouchers

Note: Keep in mind your travel voucher must be submitted for approval within five workdays after completion of your trip. Please allow your Arranger enough time to prepare the document.

1. Immediately upon returning from your trip, provide your Arranger with the [Overtime Request/Approval Sheet](#), if applicable, recording “actual” hours. **Note:** This is important so that the hours get recorded on your timecard.
2. Upon returning from your trip, provide your travel Arranger the completed [Travel Voucher Information Sheet](#) along with receipts for expenses for airline, lodging, rental, gas and any other expenses over \$75.00. If your Arranger is not available, use the designated alternate.

Note: Disbursement of Reimbursement: You have the option to send all or part/split disbursement of your reimbursement directly to your Government travel card account. Please let your Arranger know how to allocate your reimbursement **before** preparing the voucher.

3. Your Arranger will prepare the Travel Voucher using CONCUR (the Board’s travel system) and you will be notified via a system generated email when the voucher is ready for your review and submission for approval.
4. See [Travelers Review & Stamp Vouchers](#) on the Intranet. To open your voucher, click on the link in the email or log into CONCUR through the Board’s intranet page.
5. If there is some reason that voucher cannot be approved, it will be returned to the Arranger for corrections. After corrections are made, it must go through the review and approval process (No. 3 and No. 4 above) again.
6. Upon final approval by the DAF Approving Official (AO), the travel voucher will be submitted to GSA for payment. You will receive an e-mail notification of this action. The AO’s “signature” ensures that charges are reasonable and in accordance with the Federal Travel Regulation (FTR) and the Board’s Administrative Operating Procedure and certifies that such charges are valid for payment. The Arranger will receive a paper copy of the approved voucher.
7. An official travel folder must be prepared and submitted to the Travel Coordinator within 3 days of completion of the trip. The folder must include the following:

TA documentation--the approved Travel Authorization, itinerary, Advance Notification of Travel, background information, and the Comp Time for Travel worksheet (if applicable).

Voucher documentation—the approved Travel Voucher, ticketed itinerary (marked **Ticket(s) Issued**), a completed Travel Voucher Information sheet, the completed Overtime Request/Approval Sheet, if applicable, and all required receipts. See the attached example for the approved format for the travel folders.

Note: The Division of Acquisition and Finance (DAF) is responsible for retaining the “official folder” including the above information. The official travel folder must be retained for 6 years and 3 months.

Miscellaneous and Local Vouchers

Miscellaneous vouchers are used to claim miscellaneous purchases and official travel when performed at your official duty station.

1. Provide your Arranger with the following:

- a. Purchase – provide documentation to support the purchase, along with the appropriate receipts.
- b. Local Travel – provide purpose of travel, travel origin/destination, and cost, along with the appropriate receipts.

Note: If your Arranger is not available, use your assigned alternate.

2. Your Arranger will prepare the Miscellaneous Voucher in CONCUR. You will be notified via a system generated email when it is ready for your review and submission for approval.
3. See Travelers Review & Stamp Vouchers on the Intranet. To open your miscellaneous claim, click on the link in the email or log into CONCUR through the Board’s intranet page. Follow the steps to review your voucher and submit it to your supervisor (if changes are necessary, notify your Arranger or make changes yourself, per the instructions.)

Note: All Miscellaneous Vouchers **must** be submitted to your supervisor since these expenses would not have been approved in writing prior to them being incurred.

4. Your supervisor will approve your Miscellaneous Voucher and submit it to the Division of Acquisition and Finance (DAF) for final review and approval.

5. If there is some reason that DAF cannot approve the Miscellaneous Voucher, it will be rejected and returned for corrections. After corrections are made, it must go through the “signing” and submission process (No. 3 and No. 4 above) again.
6. Upon final approval by the DAF Approving Official, the Miscellaneous Voucher will be submitted to GSA for payment. The Approving Official’s “signature” ensures that charges are reasonable and in accordance with the FTR and the Board’s Administrative Operating Procedures and certifies that such charges are valid for payment. You will receive an email notification of this action.
7. An official Miscellaneous Claim folder must be prepared to include the Miscellaneous Voucher and all required receipts. Your Arranger should prepare the folder upon receipt of the approved voucher and give it to the Travel Coordinator within 3 days.

Note: The Division of Acquisition and Finance (DAF) is responsible for retaining the “official folder” including the above information. The official Miscellaneous Claim folder must be retained for 6 years and 3 months.



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Supervisors Review and Approve TAs in CONCUR

When a travel arranger submits a travel authorization (TA) for approval, it is routed to the assigned reviewer and approver. As a reviewer or approver, these documents are displayed on your Home page in the Awaiting Approval section.

1. Access the documents awaiting your approval on the Home page by selecting the name of the document and then clicking View Approval.

Awaiting Approval View All Documents Awaiting Approval									
Name	Type	TA Num	Description	Depart date	Per Diem	Total	Status	In Use By	Traveler

2. From the **Route & Review Documents** screen you can preview a printable PDF Document Summary by clicking the Preview Document icon  in the Action column (2nd icon from the left), or review the Document Summary (including Reservation Details) by the Review Document icon  (middle icon) in the Action column.
3. After completing your review, from the **Route & Review Documents** screen, click the **Select Document** icon  (first icon) in the **Action** column for the document. You can also use **Select All** to select all listed document.
4. Once ready to approve, click **Pre-audit & Stamp Document(s)** in upper right hand corner.
5. Review the Pre-Audit Results, and then click **Continue Signing Document(s)** in upper right hand corner.
 - a. This Pre-Audit Results screen shows the status of all the entries entered – PASS, FAIL or HARDFAIL. Lines marked PASS are complete, Lines marked FAIL will have text on the right explaining out of policy requests (such as Actual Lodging, etc.), but **can be approved**. Lines marked HARDFAIL must be resolved before the authorization can be forwarded. Go to the tab indicated to correct HARDFAIL errors, or contact Vera or Nadine for guidance.
6. Click Close Pre-Audit Results on the top right.
7. A screen showing Currently Selected Documents will appear. The **Status to Apply** box will show [AWAITED STATUS], and the Awaiting Status section on the right will show REVIEWED.



Currently Selected Documents										
Status to Apply: [AWAITED STATUS]		Reason								
Type	Document	Traveler	Reserve-Id	Org	Dep Date	Awaiting Status	Total Cost	Met to Year	Actual Act	Completed Act

- a. If you want to approve this document, click **Stamp Selected Documents** on the top right to mark it Reviewed. **DO NOT CHANGE THE [AWAITED STATUS] box**. The TA will be routed to Vera Johnson for approval.

- b. If you want to send this document back to the Traveler or the Arranger for corrections, select RETURNED from the Status to Apply box and select the user from the Return-to dropdown. Click **Stamp Selected Documents** to mark it Returned and send it back.

IMPORTANT: If you select the user from the Return-to dropdown but do not change [AWAITED STATUS] to RETURNED, the travel will be stamped Reviewed when you click Stamp Selected Documents. If you meant to send it back, contact Vera Johnson who can send it back to the arranger or traveler in the final approval step.

8. The Document Stamping Log displays, click **Close Stamping** to finish.

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Awaiting Approval		View All Documents Awaiting Approval							
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Currently Selected Documents										
Status to Apply	[AWAITED STATUS]	Reason								
Type	Document	Traveler	Return-to	Org	Dep Date	Awaiting Status	Total Cost	Net to Trav	Actual Adv	Computed Adv



- a. If you want to approve this document, click **Stamp Selected Documents** on the top right to mark it Reviewed. **DO NOT CHANGE THE [AWAITED STATUS] box**. The TA will be routed to Vera Johnson for approval.

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14-03 Technical Staff Travel Calendar	PDF	31.23 KB	30 May, 2014	
15-02 Disclaimers in External Technical Staff Communications and Presentations	PDF	51.37 KB	23 Mar, 2015	
15-03 Board Briefs on Technical Staff Review Closeout Meetings	PDF	124.67 KB	27 May, 2015	
TDSO-17-01 Work Planning	PDF	694.38 KB	16 Jun, 2017	
Technical Director Standing Order 17-02	PDF	233.49 KB	03 Oct, 2017	
TDSO 18-01 Staff and Board Briefs on Technical Staff Review Out-Brief Meetings	PDF	43.24 KB		
TDSO 18-02 Dispositioning Safety Items and Commitments	PDF	147.95 KB	21 Feb, 2018	

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Title	Type	Size	Updated	Download
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Documenting and Reviewing Engineering Calculations	PDF	752.10 KB	16 Jan, 2014
Editing Tips	DOCA	18.01 KB	02 Nov, 2012
Employee Engagement Initiatives - FY 2016	DOCX	39.67 KB	13 Mar, 2016
Frequently Used Addresses	PDF	109.48 KB	30 Jun, 2016
Tech Staff Required Reading	PDF	118.69 KB	17 Aug, 2014
Technical Group Assignment Chart	PDF	14.50 KB	20 Feb, 2018
Adm Support Group Chart	PDF	179.13 KB	20 Feb, 2018

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- NPA - Nuclear Programs & Analysis
- Engineering Performance

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Websites

Department of Energy

- [Department of Energy Home \(energy.gov\)](#)
- [National Nuclear Security Administration](#)
- [DepRep to DNFSB](#)
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- [DOE Technical Standards Program](#)
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Technical Director Standing Orders

Title	Type	Size	Updated	Download
14-02 Safety Culture Observations	PDF	367.23 KB	21 May, 2014	
14-03 Technical Staff Travel Calendar	PDF	31.23 KB	30 May, 2014	
15-02 Disclaimers in External Technical Staff Communications and Presentations	PDF	51.37 KB	23 Mar, 2015	
15-03 Board Briefs on Technical Staff Review Closeout Meetings	PDF	124.67 KB	27 May, 2015	
TDSO-17-01 Work Planning	PDF	894.38 KB	16 Jun, 2017	
Technical Director Standing Order 17-02	PDF	233.49 KB	03 Oct, 2017	
TDSO 18-01 Staff and Board Briefs on Technical Staff Review Out-Brief Meetings	PDF	43.54 KB		
TDSO 18-02 Dispositioning Safety Items and Commitments	PDF	147.95 KB	21 Feb, 2018	

Technical Publications

Title	Type	Size	Updated	Download
Acronym List	XLSX	219.11 KB	28 Oct, 2009	
Board Letter Process	PDF	524.26 KB	19 Mar, 2014	

Title	Type	Size	Updated	Download
Board's Wording Preferences	PDF	6.78 KB	06 Jan, 2009	
Documenting and Reviewing Engineering Calculations	PDF	752.19 KB	16 Jan, 2014	
Editing Tips	DOCX	18.01 KB	02 Nov, 2012	
Employee Engagement Initiatives - FY 2016	DOCX	19.67 KB	15 Mar, 2016	
Frequently Used Addresses	PDF	109.48 KB	30 Jun, 2016	
Tech Staff Required Reading	PDF	118.68 KB	13 Aug, 2014	
Technical Group Assignment Chart	PDF	14.50 KB	20 Feb, 2018	
Adm Support Group Chart	PDF	179.13 KB	20 Feb, 2018	

Technical Groups

[Expand all](#)

- NWP - Nuclear Weapon Programs
- NMPS - Nuclear Materials Processing & Stabilization
- NPA - Nuclear Programs & Analysis
- Engineering Performance

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Recommendations Commitment Tracking

- [Recommendation Leads \(PDF\)](#)
- [All Commitments \(Open\) in All Recommendations](#)
- [All Commitments \(Open & Closed\) in All Recommendations](#)

Related Pages

[Document Tracking and Status Homepage](#)

[Recommendations Commitment Tracking](#)

[DOE Letter Commitment Tracking](#)

[Technical Documents Sent to the Board](#)

Recommendation	Open Commitments	Open & Closed Commitments
Recommendation 09-2	Open	Open & Closed
Recommendation 09-1	Open	Open & Closed
Recommendation 08-1	Open	Open & Closed
Recommendation 07-1	Open	Open & Closed
Recommendation 05-1	Open	Open & Closed
Recommendation 04-1	Open	Open & Closed
Recommendation 04-2	Open	Open & Closed
Recommendation 02-1	Open	Open & Closed
Recommendation 02-2	Open	Open & Closed
Recommendation 02-3	Open	Open & Closed
Recommendation 01-1	Open	Open & Closed
Recommendation 00-1	Open	Open & Closed
Recommendation 00-2	Open	Open & Closed
Recommendation 99-1	Open	Open & Closed
Recommendation 98-1	Open	Open & Closed
Recommendation 98-2	Open	Open & Closed
Recommendation 97-1	Open	Open & Closed
Recommendation 97-2	Open	Open & Closed
Recommendation 95-1	Open	Open & Closed
Recommendation 95-2	Open	Open & Closed
Recommendation 94-1	Closed	Open & Closed
Recommendation 92-1	Open	Open & Closed
Recommendation 92-2	Open	Open & Closed
Recommendation 92-3	Open	Open & Closed
Recommendation 92-4	Open	Open & Closed

Internal Procedure Number Two

OTD-2: Commitment Tracking Resulting From Board Recommendations And Associated Implementation Plans

Purpose. To identify and track the status of Department of Energy (DOE) commitments to the Defense Nuclear Facilities Safety Board (Board) as a result of the Board's acceptance of a DOE implementation plan in response to a Board Recommendation.

Tools. OTD Commitment Tracking Database for all DOE commitments specified in Board Recommendations and approved implementation plans.

Process.

Step 1: WHEN the Chairman signs correspondence accepting the DOE implementation plan in response to a Board Recommendation, the Executive Office Assistant to the Technical Director shall ENTER the following information into the Commitment Tracking Database for Recommendations and Associated Implementation Plans.

1. The next sequential *Order* number for the entry.
2. The *Source Code* of the commitment, cross-referenced to the Recommendation number and the reference number in the DOE implementation plan.
3. The *commitment summary*, consisting of a brief description of each specific action committed to in the implementation plan.
4. The *Staff Lead/Alternate* for the commitment.
5. The *Due Date* for each commitment, as stated in the implementation plan.
6. The *Closure Date* – to be entered when each commitment is completed.
7. *Comments* that provide additional relevant information on each commitment.

Step 2: MONTHLY, the Executive Office Assistant to the Technical Director shall GENERATE two formatted reports from the Commitment Tracking Database for Recommendations and Associated Implementation Plans (one showing open commitments, and one showing all commitments) and POST them in an appropriate location accessible via the Board's intranet website

Step 3: The assigned *Staff Lead* shall MONITOR DOE's progress in meeting each commitment and PROVIDE updated information to the cognizant Group Lead as events dictate.

Step 4: ONCE a month at a weekly Group Lead Meeting, the Technical Director and the Group Leads shall REVIEW the open entries in the Commitment Tracking Database for Recommendations and Associated Implementation Plans, EVALUATE DOE progress toward satisfying the commitments, and DEVELOP updates and additions to the data in the database. Typically, these updates and additions will consist of:

1. Updates to the *Staff Lead* assignment if required.
2. Updates to the *Due Date* to reflect the next expected milestone or checkpoint.
3. Additions to the *Comments* field -typically entries to document major milestones, deliverables, or activities associated with each commitment as they occur.
4. If all expected DOE actions for a commitment have been satisfied, CHANGE the status of the commitment to "closed" and enter the *Closure Date*.

Step 5: When all DOE commitments associated with a Board Recommendation have been completed satisfactorily, the cognizant Group Lead will PREPARE a letter for the Chairman's signature closing the recommendation. The Technical Director will review and approve each proposed closure letter prior to the Chairman's review.

Step 6: WHEN presented with updates and additions to the database by the Technical Director or the Group Leads, the Executive Office Assistant to the Technical Director shall promptly ENTER the changes into the Commitment Tracking Database for Recommendations and Associated Implementation Plans.

Approved by: Timothy J. Dwyer, Technical Director

Websites

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- [National Nuclear Security Administration](#)
- [DepRep to DNFSB](#)
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Technical Staff Internal Controls Work Processes, Procedures, and Guidance

[TSIC Phase 2 Implementation Plan \(Rev 1\)](#)

[TSIC Phase 1 Implementation Plan \(Rev 1\)](#)

[Implementation Pause Document](#)

[Dashboard](#)

[TSIC Tracking Status \(FY 2016\)](#)

[Review Status Details \(Archive\)](#)

[Issue and Commitment Tracking System \(IACTS\)](#)

TSIC Implementation Feedback

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- [Access TSIC Feedback Tool](#)

TSIC Implementation Training Information/Support

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- [TSIC Supplemental Training & Additional Explanatory Information](#)
- [TSIC Training Calendar](#)

TSIC Development Libraries

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- [Technical Staff Internal Controls Special Project Support Documents](#)

TSIC Development Information

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- [List of Definitions from Directives and Operating Procedures](#)
- [Work-In-Progress](#)

TSIC Development Feedback

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TSIC Development Writing Guidance & Templates

- [Guidance for Writing Instructions Wiki](#)
- [Template for Instructions](#)

- [Guidance for Writing Operating Procedures Wiki](#)
- [Template for Operating Procedures](#)
- [Template for Operating Procedures with Attachments](#)

- [Guidance for Writing Work Practices Wiki](#)
- [Guidance for Writing Work Practice Review Guides](#)
- [Template for Work Practices](#)

- [Template for Notices](#)

- [Ten Principles for Writing High-Quality Reports](#)

TSIC Development QA Checks

- [QA Checklist](#)
- [QA Checklist Reference A](#)
- [QA Checklist Reference B](#)
- [QA Checklist Reference C](#)

TSIC Background - Reports and Feedback

[Mosley and Associates Report \(November 8, 2012\)](#)
[Feedback to be considered from the Mosley Report](#)

[Booz, Allen, Hamilton Workforce Assessment and Analysis Final Report \(November 19, 2012\)](#)
[Feedback to be considered from BAH Report](#)

[2012 Federal Employee Viewpoint Survey \(FEVS\) Results for the DNFSB](#)
[Feedback to be considered from the 2012 FEVS](#)

[1991 GAO Report: DNFSB's First Year of Operation](#)
[Feedback to be considered from the 1991 GAO Report](#)

[Feedback to be considered from the NRC IG](#)

[Feedback to be considered from the Staff](#)

[General OTD Directives Numbering System](#)

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April, 2018

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Titles are linked or see H:/Home/General Tech Staff/General Background & Books/Required Reading

I. Required Reading:

a. Foundations, Mechanics, Administrative

- i. Enabling statute of the Defense Nuclear Facilities Safety Board (as amended)

_____/date_____

Technical Director

- ii. DNFSB Policy Statement 1 (PS-1), *Criteria for Judging the Adequacy of DOE Responses and Implementation Plans for Board Recommendations*

_____/date_____

Group Lead

- iii. DOE Directives of Interest to the Board (Orders of Interest to the Board)

_____/date_____

NPA Group Lead, Directives Point of Contact

- iv. DOE Order 251.1C, *Departmental Directives Program* including the DOE Directives Website and Technical Standards Website

_____/date_____

NPA Group Lead, Directives Point of Contact

- v. DOE Manual 140.1-1B, *Interface with the Defense Nuclear Facilities Safety Board*

_____/date_____

Group Lead

- vi. Department of Energy Leadership and Organization

_____/date_____

Technical Director or Group Lead

b. Nuclear Safety Requirements

- i. 10 CFR Part 830, Nuclear Safety Management (including Subpart A, Quality Assurance Requirements and Subpart B, Safety Basis Requirements)

_____/date_____
NPA Group Lead

- ii. 10 CFR Part 835, Occupational Radiation Protection

_____/date_____
Certified Health Physicist

- iii. DOE-STD-1027-92 (CN 1), *Hazard Categorization and Accident Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports*, and the 2007 Supplemental Guidance issued by HSS

_____/date_____
NPA Group Lead

- iv. DOE-STD-3009-94 (CN 3), *Preparation Guide for U.S. Department of Energy Nonreactor Nuclear Facility Safety Analysis*

_____/date_____
NPA Group Lead

- v. DOE-STD-1186-2004, *Specific Administrative Controls*

_____/date_____
NPA Group Lead

- vi. DOE Order 420.1C, *Facility Safety*

_____/date_____
NFDI Group Lead

- vii. DOE Order 425.1D (CN 1), *Verification of Readiness to Start Up or Restart Nuclear Facilities*

_____/date_____
NPA Group Lead

- viii. DOE Order 452.2D (CN 1), *Nuclear Explosive Safety*

_____/date_____
NWP Group Lead

- ix. DOE Manual 435.1-1 (CN 2), *Radioactive Waste Management Manual (Attachment 1: Definitions)*

_____/date_____
NMPS Group Lead

c. Oversight, Project Management, and Integrated Safety Management

- i. DOE Order 226.1B, *Implementation of Department of Energy Oversight Policy*

_____/date_____
NPA Group Lead

- ii. DOE Policy 450.4A, *Integrated Safety Management Policy*

_____/date_____
NPA Group Lead

- iii. DEAR Clauses: 48 CFR Section 970.5204-2 Laws, regulations, and DOE directives (the Laws Clause), and 48 CFR Section 970.5223-1, Integration of environment, safety, and health into work planning and execution (the ISM Clause)

_____/date_____
NPA Group Lead

- iv. DOE Order 450.2, *Integrated Safety Management – skim*

_____/date_____
NPA Group Lead

- v. DOE Order 413.3B, *Program and Project Management for the Acquisition of Capital Assets*

_____/date_____
NFDI Group Lead

- vi. DOE-STD-1189-2008, *Integration of Safety into the Design Process*, Chapters 1, 2, and 3; Appendices A, B, C, and D; and skim Appendices G, H, and I

_____/date_____
NFDI Group Lead

- vii. July 19, 2007 Report to Congress prepared jointly by the Board and DOE re: resolution of technical issues raised by the Board

_____/date_____
NFDI Group Lead

II. Supplemental Reading:

1. DOE Guide 421.1-2A, *Implementation Guide for Use in Developing Documented Safety Analyses to Meet Subpart B of 10 CFR 830*
2. DOE Guide 424.1-1B (CN 2), *Implementation Guide for Use in Addressing Unreviewed Safety Question Requirements*
3. DOE Guide 423.1-1A, *Implementation Guide for Use in Developing Technical Safety Requirements*
4. DOE-STD-1120-2005, *Integration of Environment, Safety, and Health into Facility Disposition Activities*, Volume 1 and 2
5. DOE-STD-3011-2002, *Guidance for Preparation of Basis for Interim Operation (BIO) Documents*
6. DOE-NA-STD-3016-2006, *Hazards Analysis Reports for Nuclear Explosive Operations* (safe harbor to the rule)
7. DOE-STD-1104-2009, *Review and Approval of Nuclear Facility Safety Basis and Safety Design Basis Documents* (Documented Safety Analyses and Technical Safety Requirements)
8. DOE-STD-1066-2012, *Fire Protection*
9. DOE-HDBK-1169-2003, *Nuclear Air Cleaning Handbook*
10. DOE-STD-5506-2007, *Preparation of Safety Basis Documents for Transuranic (TRU) Waste Facilities*
11. DOE-STD-3007-2007, *Guidelines for Preparing Criticality Safety Evaluations at Department of Energy Non-Reactor Nuclear Facilities*
12. DOE-HDBK-3010-94 (CN 1), *Airborne Release Fractions/Rates and Respirable Fractions for Nonreactor Nuclear Facilities*, Volume 1 and 2
13. 29 CFR Section 1910.120, *Hazardous Waste Operations and Emergency Response*
14. DOE Order 460.1C, *Packaging and Transportation Safety* (safe harbor to the rule)
15. DOE Order 461.2, *Onsite Packaging and Transfer of Materials of National Security Interest* (safe harbor of the rule)
16. DOE Order 440.1B (CN 1), *Worker Protection Program for DOE (Including National Nuclear Security Administration) Federal Employees*
17. AIChE Handbook, *Guidelines for Hazard Evaluation*
18. DOE-STD-1030 through DOE-STD-1045, *Guide to Good Practices for ...*



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625 Indiana Ave, NW, Suite 700
Washington, DC 20004-2901

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Bruce Hamilton	(CHAIRMAN)	694-7090	8057
Jessie Roberson	(Board Member)	694-7090	8059
Daniel Santos	(Board Member)	694-7090	8052
Joyce Connery	(Board Member)	694-7090	8064

STAFF	DIRECT NUMBER	ROOM NO.	WIRELESS#
Abrefah, John (JA)	(b) (6)	409	(b) (6)
Ahsaf, Jasmine L. (JLA)		7050	
Amundson, Kelsey M. (KMA)		8024	
Andersen, David (DKA)		402	
Anderson, Jason (JDA)		309	
Archer-Pailen, Gwendolyn (GLA)		7029	
Arnold, Ramsey (RPA)		PANTEX	
Bamdad, Farid (FB)		OFF-SITE	
Beaty, Christina T. (CTB)		406	
Beauvais, Zachery S. (ZSB)		PANTEX	
Berg, Christopher		318	
Biggins, James P. (JPB)		421	
Bingham, Jeremy (JNB)		7060	
Bisciegliia, Debbie (DAB)		OFF-SITE	
Blaine, Casey (CQB)		417	
Bradisse, Mark R. (MRB)		8080	
Broderick, Brett (BPB)		328	
Brown, Douglas J. (DJB)		314	
Bullen, Daniel B. (DBB)		320	
Caleca, Benjamin K. (BKC)		324	
Cleaves, David J. (DJC)		405	
Daniels, Ray (RSD)		8033	
Davis, Todd (RTD)		414	
Deutsch, Kenneth L. (KLD)		8040	
Duncan, Matt (MPD)		413	
Dunlevy, Michael (MWD)		328	
Dwyer, Timothy (TJD)		439	
Eul, Ryan C. (RCE)	321		
Floyd, Gregory	7035		
Forsbacka, Matt (MJF)	401		
Foster, Peter (PJF)	8037		

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Fox, Eric F. (EFF)	(b) (6)	418	(b) (6)
Fox, Padraic (PKF)		HANFORD	
George, Nathan M. (NMG)		308	
Gilman, Joseph (JG)		420	
Grover, David (DJG)		8029	
Gutowksi, David (DMG)		LOS ALAMOS	
Hamilton, Brian C. (BCH)		7045B	
Helfrich, Monique V (MVH)		301	
Herrera, Katherine R. (KRH)		8077	
Hienz, Dana (DMH)		8081	
Horton, San, W. (WSH)		Off-Site	
Howard, Rosalind (RYH)		7031	
Hunt, Timothy (TLH)		438	
Hutain, Anthony M. (AMH)		305	
Jackson, Rahsean L. (RLJ)		407	
Johnson, Vera (VLJ)		7036	
Kazban, Roman V. (RVK)		437	
Knight, Kim (KK)		7028	
Lewis, Sherry (SWL)		8027	
Li, Yong (YL)		317	
Lin, Leigh (LL)		310	
March, Chuck (CJM)		8031	
Martin, Andrew N. (ANM)		325	
McCabe, Zachary C. (ZCM)		SRS	
McCoy, Miranda (MM)		311	
McCray, Veronica (VBM)		7052	
McGuire, Dane (DM)		7049	
Meehan, Lorraine E. (LEM)		7071	
Melvin, Nathaniel (NBM)		7052	
Merschhat, Ming-Wai (MM)		7057	
Meyer, Perry A. (PAM)		8035	
Migliorini, Patrick J. (PJM)	327		
Miller, Arielle J. (AJM)	312		
Minnema, Douglas (DMM)	410		
Oberreuter, Robert (RPO)	327		
Owen, Donald (DFO)	404		
Parham, James (JP)	408		
Parmer, Jeremy (JP)	7058		
Pasko, John (JAP)	316		
Plaue, Jonathan (JWP)	LANL		
Poloski, Adam (APP)	322		
Powers, Austin R. (ARP)	412		
Quirk, Robert (RGQ)	Off-Site		
Randby, Megan (MR)	333		

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Rosen, Bob (RSR)		411	
Sautman, Mark (MTS)		SRS	
Scheider, Christopher P. (CPS)		8039	
Schleicher, Lisa (SL)		329	
Seprish, Scott (SRS)		403	
Sharpless, Brad (BVS)		303	
Shrestha, Dibesh (DS)		306	
Sircar, Sanjoy (SS)		440	
Sklar, Glenn (GS)		7066	
Smith, Elizabeth (ES)		7059	
Stokes, Steven (SAS)		8048	
Sullivan, Katie (KLS)		437	
Sutherland, Frances (FS)		436	
Thangavelu, Sonia G. (SGT)		304	
Tontodonato, Richard (RET)		326	
Velazquez-Lozada, Alexander		302	
Vines, Donita (DRV)		8049	
Weathers, James B. (JBW)		319	
Wright, Mark T. (MTW)		313	
Wu, Rosa (RW)	330		

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NAME	DIRECT NUMBER	ROOM	NAME	DIRECT NUMBER	ROOM
Akinkugbe, Olabisi	(b) (6)	7040	Nemes, John	(b) (6)	7067
Baouna, Greg		7040	Qualls, Shelby		8062
Brightharp, Elaine		443	Shelton, Cameron		8056
Clarkson, Tom		7043	Simmons, Michael		7072
Crum, Christine		7062	Walker, Alexis		429
Crump, Maria		7064	Wilson, Mylene		416
Dendy, Constance		307	Wilson, Paul		7067
Fabian, Thecla		8075			
Kaloko, Mohamed		7040			
Landrum, Cynthia		7069			
Martin, Marquita		7034			
Mitchell-Swinson, Tierra		7001			

OFFICE OF INSPECTOR GENERAL

<u>NAME</u>	<u>DIRECT NUMBER</u>	<u>ROOM</u>
Auditor	(b) (6)	7025
Auditor		7027
Investigator		7030
Hotline		

ADVERTISED NUMBERS

DNFSB's Main Number	694-7000	Fax Machine Commercial	202-208-6518
DNFSB's 800 Number	800-788-4016	DNFSB HQ VTC #	202-208-0414
Office of the General Manager	694-7060	Federal Protective Service	202-708-1111
Office of the Technical Dir	694-7100	Frontline Security (Guard's Desk)	202-737-8625
Office of the General Counsel	694-7062	DNFSB Help Desk	202-694-7077

CONFERENCE ROOMS

<u>LOCATION</u>	<u>PHONE NUMBER</u>	<u>OCCUPANCY</u>
Rm 332	694-7054	15
Rm 339/338	694-7048	8
Rm 352 (Public Meeting Room)	694-7047	100
Rm 353	694-7054	12
Rm 358 (Secure Room)		12
Rm 423 (OGC)	694-7009	10
Rm 425 (VTC)	694-7006	10
Rm 430 (Secure Room)	208-6489 (STE)	10
Rm 433 (Vault)	208-6627 (STE)	8
Rm 435 (DLM)	694-7056	10
Rm 7019 (Public Meeting Room)	694-7031	60
Rm 7065 (Glass Room)	694-7072	10
Rm 8050 (GAO)		8

COPIER ROOMS

<u>LOCATION</u>	<u>PHONE NUMBER</u>
Rm 350	694-7067
Rm 427	694-7036
Rm 8055	694-7065
Rm 8082	694-7066

COMPUTER ROOMS

<u>LOCATION</u>	<u>PHONE NUMBER</u>		<u>LOCATION</u>	<u>PHONE NUMBER</u>
Rm 429	694-7078		700 Pennsylvania Ave, NW	202-357-5044
Rm 7067	694-7097			
Rm 8051	694-7096			

FOH HEALTH CENTER

RECEPTION ROOMS

<u>LOCATION</u>	<u>PHONE NUMBER</u>			
Rm 346	694-7007			
Rm 444	694-7005			
Rm 7001	694-7000			
Rm 7017	694-7002			

270 CORPORATE COOP SITE

<u>LOCATION</u>	<u>PHONE NUMBER</u>			
Rm 3027 (Main Conf. Rm)	301-540-6947			
Rm 3027 (Main Conf. RM/Fax)	301-540-6975			
Rm 3025 (Board Member's Office)	301-540-6963			

RESIDENT INSPECTORS

<u>LOCATION</u>	<u>DIRECT NUMBER</u>	<u>FAX NUMBER</u>	<u>PAGER</u>	<u>WIRELESS</u>
LOS ALAMOS David Gutowski	(b)			(6)
HANFORD Padraic Fox				
LOS ALAMOS J. Plaue				
OAK RIDGE/Y-12 Jennifer Meszaros				
PANTEX Zachery Beauvais				
PANTEX Ramsey Arnold				
SAVANNAH RIVER Mark Sautman				
SAVANNAH RIVER Zachary McCabe				

Home Page | Teletwork - All DNFSB - Calendar

https://www.dnfsb.gov/Teletwork%20All%20DNFSB/Calendar.aspx

DNFSB Home | Teletwork - All DNFSB | Calendar

Who's Teletworking today?

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2018 | April, 2018

Unexpected response from server.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 (b) (6)	4 + 2 more items	5 + 1 more item	6 + 1 more item	7
8	9	10 (b) (6)	11 + 3 more items	12 + 1 more item	13	14
15	16	17 (b) (6)	18 + 2 more items	19	20	21
22	23	24 (b) (6)	25 + 2 more items	26 + 1 more item	27 + 1 more item	28
29	30	1 (b) (6)	2 + 2 more items	3 + 1 more item	4	5


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Supervisor's Training

Employee's Training

Title	Type	Size	Updated	Download
Telework Enhancement Act _P.L. 111-292	PDF	139.46 KB		

Related Pages

- [Telework Homepage](#)
- [Telework Documents](#)
- [Helpful Telework Links](#)
- [Accessing WebTA](#)

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 **Search**

Employees and Supervisors can view the training here.

Who's teleworking today?

[Click here to find out who in your group is teleworking today.](#)

Our Telework Policy

A. The Board recognizes that the effective use of telework supports its mission and enhances its ability to respond to emergency situations, particularly by preparing the agency for continuity of operations (COOP) situations. Telework also benefits employees by enabling them to balance work and personal responsibilities. A successful telework program can yield many benefits, including cost savings, increased productivity, enhanced recruitment and retention, increased employee morale, reduced traffic congestion, reduced energy use and greenhouse gas emissions, and improved emergency preparedness.

B. The Board's telework program offers a variety of telework arrangements, including core telework, situational telework, and emergency telework.

C. Situational and core telework are voluntary. An employee may not be required to telework except in response to emergency situations.

D. An eligible employee, as defined by this policy, must be given the opportunity to perform core telework if the first and second-level supervisors determine that telework will neither diminish employee performance nor adversely affect the Board's mission, productivity, and efficiency. Telework is not an entitlement and the supervisor may deny an employee's request to telework based on the requirements outlined in this policy.

E. The supervisor may set or change the day of the week the employee is scheduled to telework. In addition, if the supervisor determines there is a work situation requiring the employee's presence at the office, the employee must report to the office. Working in the office on a scheduled telework day does not entitle the employee to a replacement telework day.

F. An employee who teleworks is on official duty status. Failure to adhere to this or other applicable policies may result in termination of the telework arrangement and/or other penalties as outlined in Administrative Directive 32-1, Disciplinary & Adverse Actions (December 30, 1992).

Related Pages

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[Helpful Telework Links](#)

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Board Letter	DOCX	17.27 KB	01 Jun, 2016	
Draft Recusal Template 2017	DOCX	19.27 KB	30 Oct, 2017	
Generic Notational Voting Documents	DOCX	15.83 KB	24 Apr, 2012	
Group Weekly Report	DOCX	67.53 KB	25 Aug, 2017	
Information Paper	DOCX	33.11 KB	16 Apr, 2015	
Issue Report	DOCX	20.78 KB	01 Jun, 2016	
Monthly Site Report	DOCX	29.80 KB	15 Mar, 2018	
Records Concurrence Form	DOCX	18.34 KB	09 Jan, 2018	
Resident Inspector Weekly Report	DOCX	27.68 KB	15 Mar, 2018	
Staff Concurrence Form	DOCX	21.57 KB	08 Oct, 2013	
Staff Review Agenda	DOCX	30.53 KB	15 Mar, 2018	

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- Reports a
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Directive Templates

Title	Type	Source
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Directives Comment Letter	.docx	Sharepoint
Directives No Comment Letter	.docx	Sharepoint

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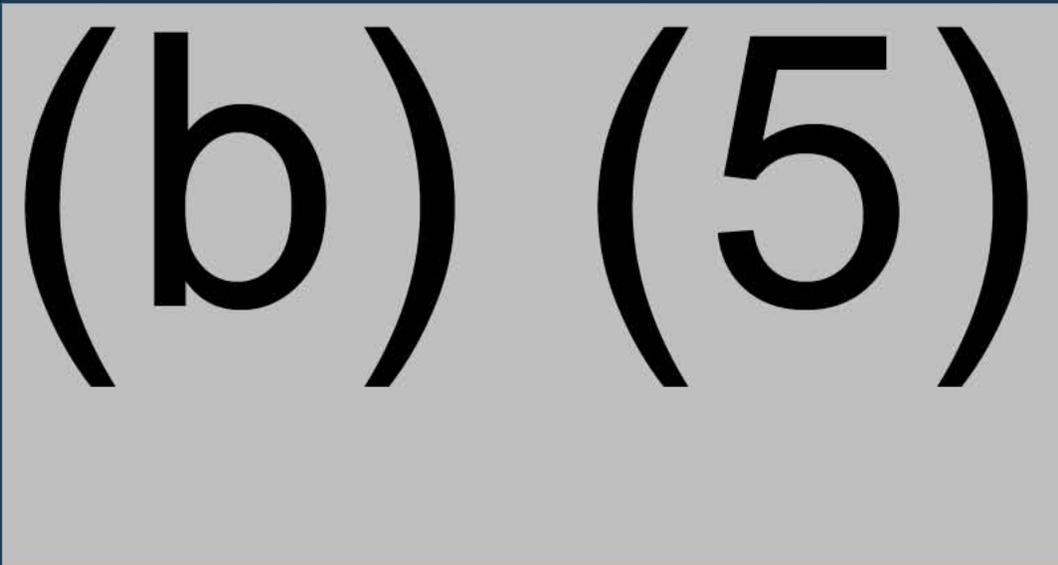


Touhy Regulations - Giving of Testimony and Release of Official Documents

The Board has regulations which contain requirements which must be followed when current or former Board employees or contractors to the Board are requested to provide statements or testimony relating to legal proceedings. The regulations, "Touhy Regulations," are posted on the OGC intranet web page under "Enabling Statute and Federal Regulations."

If you are contacted by anyone requesting a statement or documents which could be used in a legal proceeding, you should not provide a statement or documents and should refer the requestor to either Rich Azzaro or me at our Office of General Counsel (b) (6).

Rick Schapira
Deputy General Counsel



Thank you,
Richard Azzaro
Your friendly neighbor and General Counsel

Related Pages

- [What You Should Know Homepage](#)
- [Analysis of the Adequate Protection Standard](#)
- [Board Authority to Issue Advice to the Secretary](#)
- [Enabling Legislation and Federal Regulations](#)
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Graduate Studies

The links on this page are designed to assist staff members who are pursuing advanced engineering degrees.

Required Employee Training

This section contains general training information for DNFSB employees.

Short Courses

Resources for short-term training courses.

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[Training Homepage](#)

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[Traveling to DOE Sites](#)

Obtain information on traveling to DOE sites around the US, including hotels and accommodations, restaurants, weather and contact information.

[Resources & Websites](#)

Access external Travel websites below in the footer under "Travel Sites" or by clicking the link above. You can access these links from any page on the DNFSB Intranet. You can also view additional resources on this page relating to Travel.

[Frequently Asked Questions](#)

View frequently asked questions about government travel policies and procedures.

[Travel Forms](#)

Click here to download Travel-related forms. On the Forms homepage, click the Travel Forms box to view all available travel forms.

[Online Passport Wizard](#)

The Special Issuance Agency (SIA) encourages all individuals applying for diplomatic, official, and no-fee dependent passports to utilize the Online Passport Wizard for completing passport applications. The Online Passport Wizard can also be used to generate applications for regular passports.

[Traveling to DOE Sites](#)

Airline Bag Policy

In response to questions concerning airlines charging fees for checked baggage, it is the Board's policy to reimburse travelers for all reasonable charges relating to official travel. In general, this means you will be reimbursed for one checked bag per week that you will be on TDY, plus any baggage charges relating to government equipment or other official baggage you may be taking with you. Reimbursement for additional personal baggage will be on a case-by-case basis. The fee(s) are to be included as miscellaneous expense(s) on your travel voucher. Please note that the rules vary airline-to-airline and are changing rapidly. For example, currently most airlines exempt government travelers from the fees. Please consult with Nadine or Vera if you have any questions.

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Travelers Review and Stamp Vouchers in CONCUR

1. Log-in to CONCUR using your user ID and Password. You will see your Home page.

NOTE: Do not click on any entries under the Recent Authorizations, Recent Vouchers or Awaiting Approval section in the middle of the screen. The system will not allow you submit for approval from these links.

The screenshot shows the CONCUR home page. At the top, there are navigation tabs: Home, Travel, Authorizations, Vouchers, and Profile. A search bar is located on the right, with the text "You are administering travel for: ROBERSON, JESSIE H." and a "Search" button. Below the navigation, there are several sections:

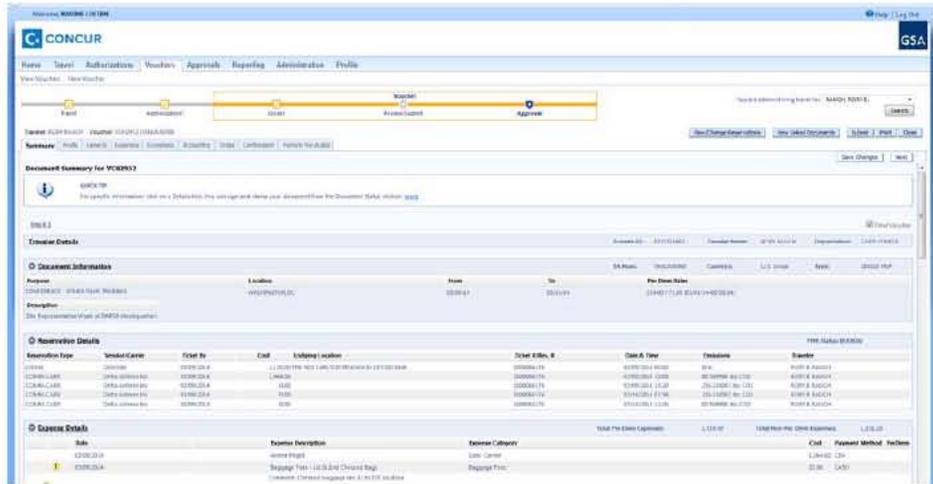
- I Want To...:** A list of actions including "Create or change a reservation", "View authorizations", "Create a new authorization", "Create an authorization from an Agent-booked trip", "View vouchers", "Create a new voucher", "Edit my profile", and "Approve authorizations and vouchers".
- Alerts:** A section with a link to "Apply transactions".
- Important Information:** A section with text about the Concurs Government Edition (CGE), training assistance, amended vouchers, documents edit locked, itemization of expenses, and special alerts.
- Recent Trips:** A table with columns: Trip Name/Description, Status, Start Date, End Date, and Action. One trip is listed: "Trip from Washington to Augusta (ZVWGRR)" with status "Ticketed", start date "02/25/2014", and end date "02/27/2014".
- Recent Vouchers:** A table with columns: Name, Type, TA Num, Description, Depart date, Per Diem, Total, Status, and In Use By. One voucher is listed: "VCH0875" with type "Voucher", TA Num "TAHUM8355", description "02/03/2014", per diem "RICHLAND, WA", total "\$290.56", and status "CLOSED".
- Awaiting Approval:** A table with columns: Name, Type, TA Num, Description, Depart date, Per Diem, Total, Status, In Use, and Traveler By. One entry is listed: "TAHUM402.1" with type "Authorization", TA Num "TAHUM402", description "02/25/2014", per diem "AUGUSTA, GA", total "793.75", status "CREATED", and traveler by "ROBERSON, JESSIE".

2. Click on the Vouchers Tab and select View Vouchers. Select the  icon document next to the voucher you want to review.

The screenshot shows the CONCUR Vouchers page. At the top, there are navigation tabs: Home, Travel, Authorizations, Vouchers, Approvals, Reporting, Administration, and Profile. Below the navigation, there are links for "View Vouchers" and "New Voucher". A blue arrow points to the "Vouchers" tab. Below the links, there is a table with the following columns: Action, Name, Type, TA Num, Description, and Depart Date. Three vouchers are listed:

Action	Name	Type	TA Num	Description	Depart Date
	VCH1920	Voucher	TAHUM5874		02/23/2014
	YCH1001	Voucher	TAHUB4000		02/05/2014
	LYCH184	Local Voucher	TAHUM7722		10/17/2013

- The Summary screen will show all your trip information and vouchered expenses, etc. Scroll down the page to review your expenses and payment method. If changes are required, click on the appropriate tab under the “traveler’s name”.



- To edit or delete an expense, click on the Expenses tab, then click on the applicable icon next to the expense. To add an expense, click Add Expense on the left and enter the information on the right. Click Show Other Details on the right and enter a short description of the expense under Comments if needed (such as Taxi to/from hotel.) **Be sure to save after every entry.**



- Click on the Totals tab and scroll down to Expense Category Details. Reimbursements will be paid by Cash (directly to the traveler's deposit account), or to IBA (to the traveler's government-issued travel card). Review the information, then click Save & Calculate Totals on the top right.

The screenshot shows the 'Voucher' review/submit screen for traveler VERA, JOHNSON. The 'Totals' tab is active, displaying the following data:

Trip	Expense Category	Payment Method	Organization	Accounting Label	Amount
1	Misc Expense	CASH	GEX011DNF58	OGM Other and Local	10.00
2	Transportation	CASH	GEX011DNF58	OGM Other and Local	5.00
3	Treason Fees	EFT	GEX011DNF58	OGM Other and Local	6.80

Organization	Accounting Code	Classification Descriptions	Amount	Percent Allocated
GEX011DNF58	OGM Other and Local		21.80	100.00 %

A blue arrow points to the 'Save & Calculate Totals' button in the top right corner.

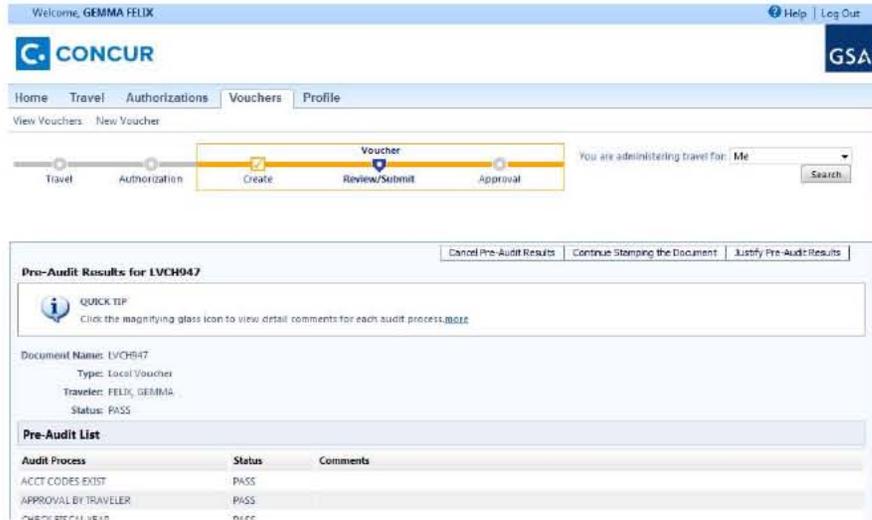
- Click on the Confirmation tab. Select SUBMIT TO APPROVER from the Status to Apply drop down. Then click on Stamp and Submit Document on the top right.

The screenshot shows the 'Confirmation' tab for voucher LVCH947. The 'Status for LVCH947' section is visible, with the following details:

- QUICK TIP: The Signature PIN is case sensitive.
- Status to Apply: SUBMIT TO APPROVER
- Reason: (dropdown menu)
- Remarks: (text input field)
- Return to: (dropdown menu)

A blue arrow points to the 'Stamp and Submit Document' button in the top right corner.

- The next screen will show Pre-Audit Results. Any Fails may need to be justified. Any Hard Fails will not allow you to proceed—check the voucher for errors. Note: If you are unable to resolve a Hard Fail, contact Nadine or Vera. If the voucher passes audit, click on Continue Stamping the Document on the top right.



- A Routing List screen will appear.



Routing for Travel Vouchers: A Routing List screen will show a list of approvers (Nadine, Vera and Mark). Select **Nadine** from the list provided by clicking the icon on the left, then click on Select Signature(s) for Entry on the top right.



The Routing List screen will re-appear, showing Nadine for Status APPROVED. Click on Continue Stamping and Dynamic Routing on top right, then click Close Post Stamping Document Closure Screen on the next screen. Nadine will receive an email that a Voucher is waiting for her approval.

Routing for Miscellaneous and Local Vouchers - must be reviewed by your supervisor before being submitted to Nadine Loften. The Routing List screen will show two levels of routing – Level 10 for status REVIEWED, and Level 20 for Status APPROVED. Select the  icon on the left under Level 10.



The Role Member List screen will appear, with a list of supervisors. Select your **Supervisor** from the list provided by clicking the  icon on the left, then click on Select Signature(s) for Entry on the top right.



The Dynamic Routing screen will re-appear with the supervisor’s name next to Level 10. Select the  icon on the left under Level 20.

Another screen will appear, this time with a list of approvers (Nadine, Vera and Mark). Select **Nadine**, then click on Select Signature(s) for Entry.

The Routing List screen will re-appear, showing the two levels of approval – Level 10 [Supervisor name] for status REVIEWED, and Level 20 Nadine Loften for Status APPROVED. Click on Continue Stamping and Dynamic Routing.

A new screen will appear. Click on Close Post Stamping Document Closure Screen.

The Supervisor will now receive an email that a Miscellaneous or Local Voucher is waiting for their review. Once reviewed, the Voucher will go to Nadine Loften for approval.



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Open to the Public

Never worked for the Federal Government, U.S. citizens or nationals



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Federal Hiring Myth

"Resumes are scanned for keywords by an automated system"

Partially true: Real people, Human Resource (HR) specialists, do look at resumes, however some agencies also use an automated system to review resumes. For the agencies that do use an automated system, the resume review process has two parts:

1. An automated application review process to include all the required areas of the applicant's eligibility and qualifications for the job.
2. A manual review, by the HR Specialist, of an applicant's resume to validate the information in the application package.

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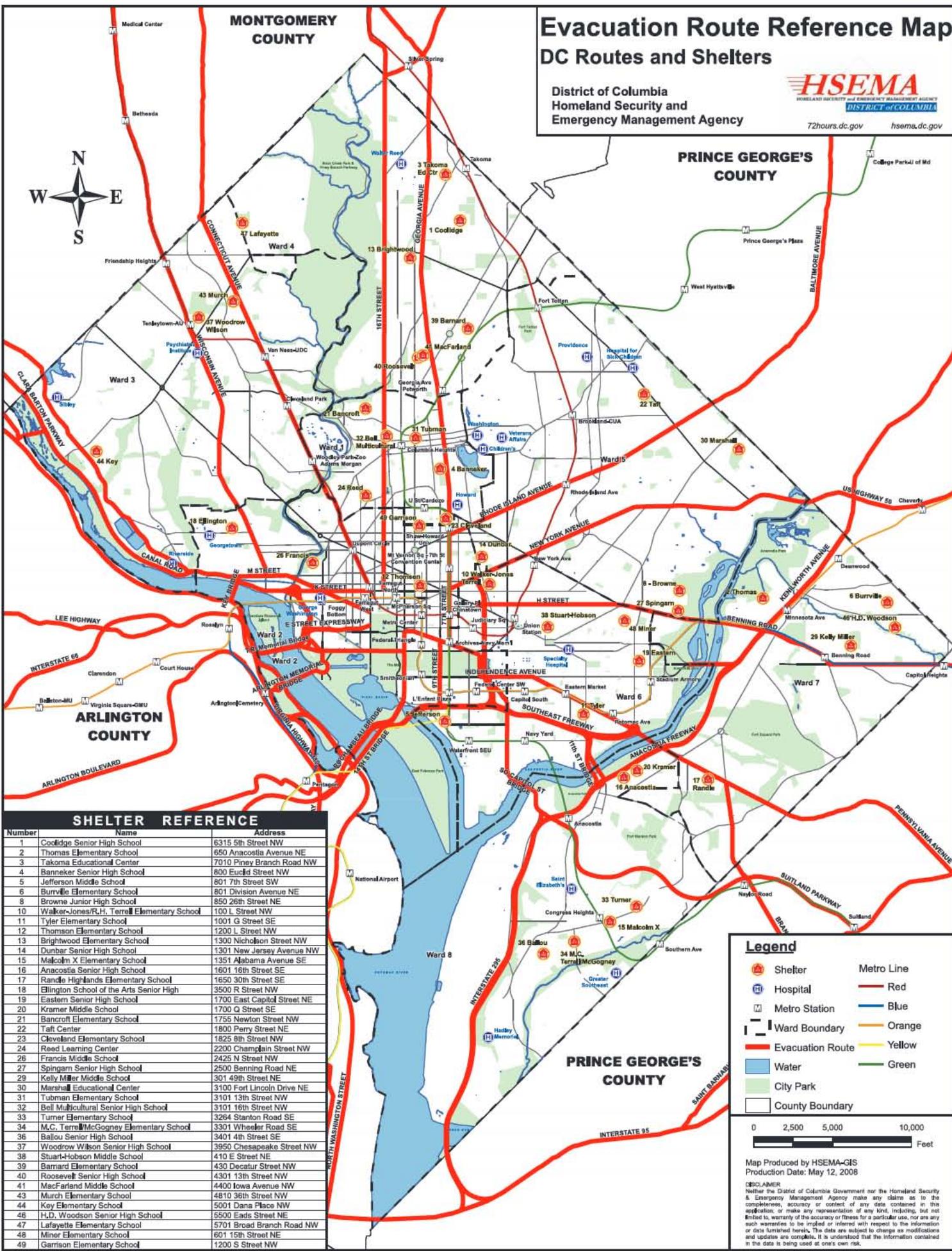
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Evacuation Route Reference Map DC Routes and Shelters

District of Columbia
Homeland Security and
Emergency Management Agency



72hours.dc.gov hsema.dc.gov



SHELTER REFERENCE

Number	Name	Address
1	Coolidge Senior High School	6315 5th Street NW
2	Thomas Elementary School	650 Anacostia Avenue NE
3	Takoma Educational Center	7010 Piney Branch Road NW
4	Banneker Senior High School	800 Euclid Street NW
5	Jefferson Middle School	801 7th Street SW
6	Burrville Elementary School	801 Division Avenue NE
8	Browne Junior High School	850 26th Street NE
10	Walker-Jones/R.H. Terrell Elementary School	100 L Street NW
11	Tyler Elementary School	1001 G Street SE
12	Thomson Elementary School	1200 L Street NW
13	Brightwood Elementary School	1300 Nicholson Street NW
14	Dunbar Senior High School	1301 New Jersey Avenue NW
15	Malcolm X Elementary School	1351 Alabama Avenue SE
16	Anacostia Senior High School	1601 16th Street SE
17	Randolph Elementary School	1650 30th Street SE
18	Ellington School of the Arts Senior High	3500 R Street NW
19	Eastern Senior High School	1700 East Capitol Street NE
20	Kramer Middle School	1700 Q Street SE
21	Bancroft Elementary School	1755 Newton Street NW
22	Taft Center	1800 Perry Street NE
23	Cleveland Elementary School	1825 8th Street NW
24	Reed Learning Center	2200 Champlain Street NW
26	Franks Middle School	2425 N Street NW
27	Spingarn Senior High School	2500 Benning Road NE
29	Kelly Miller Middle School	301 49th Street NE
30	Marshall Educational Center	3100 Fort Lincoln Drive NE
31	Tubman Elementary School	3101 13th Street NW
32	Bell Multicultural Senior High School	3101 16th Street NW
33	Turner Elementary School	3264 Stanton Road SE
34	M.C. Terrell/McGogney Elementary School	3301 Wheeler Road SE
36	Baljou Senior High School	3401 4th Street SE
37	Woodrow Wilson Senior High School	3950 Chesapeake Street NW
38	Stuart-Hobson Middle School	410 E Street NE
39	Barnard Elementary School	430 Decatur Street NW
40	Roosevelt Senior High School	4301 13th Street NW
41	MacFarland Middle School	4400 Iowa Avenue NW
43	Murch Elementary School	4810 36th Street NW
44	Key Elementary School	5001 Dana Place NW
46	H.D. Woodson Senior High School	5500 Eads Street NE
47	Lafayette Elementary School	5701 Broad Branch Road NW
48	Miner Elementary School	601 15th Street NE
49	Garrison Elementary School	1200 S Street NW

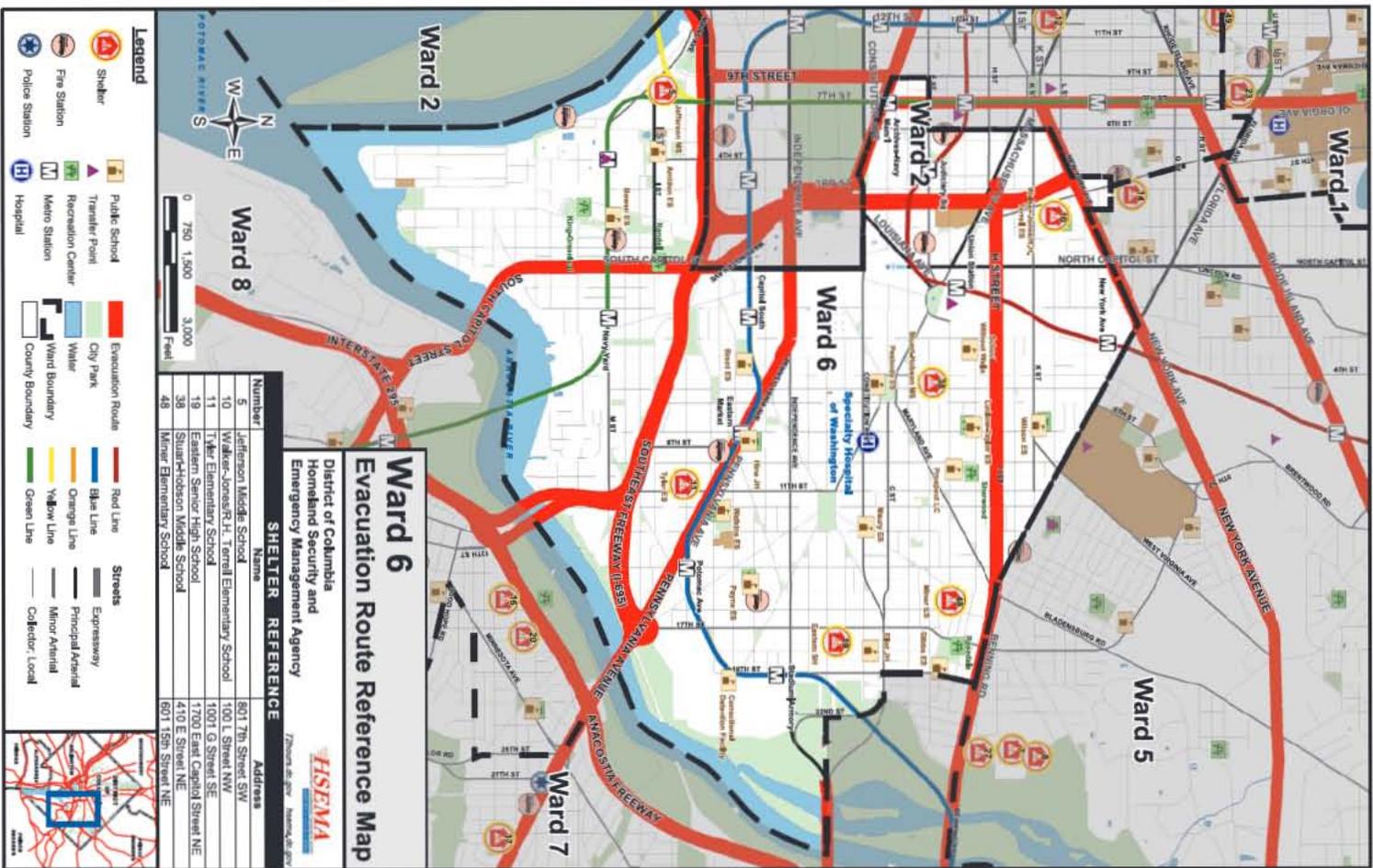
Legend

- Shelter
- Hospital
- Metro Station
- Ward Boundary
- Evacuation Route
- Water
- City Park
- County Boundary
- Metro Line
- Blue
- Orange
- Yellow
- Green



Map Produced by HSEMA-GIS
Production Date: May 12, 2008

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Ward 6 Evacuation Route Reference Map

Number	Name	Address
5	Jefferson Middle School	801 7th Street SW
10	Walker-Jones R.H. Terrell Elementary School	1001 L Street NW
11	West Elementary School	1001 G Street SE
119	Eastern Senior High School	1700 East Capitol Street NE
38	Shirley-Hobson Middle School	4310 E Street NE
48	Minor Elementary School	601 15th Street NE

Legend

- Shelter
- Fire Station
- Police Station
- Public School
- Transfer Point
- Recreation Center
- City Park
- Water
- Evacuation Route
- Red Line
- Blue Line
- Orange Line
- Yellow Line
- Green Line
- Streets
- Expressway
- Principal Arterial
- Minor Arterial
- Collector Local

SHelters and Evacuation Guide

Major Evacuation Routes in Ward 6
7th Street
9th Street
H Street
Independence Avenue
Interstate 495
New York Avenue
South Capitol Street
Washington Avenue
East Capitol Street
Interstate 295

Ward 6 Evacuation Routes

Residents should be familiar with all evacuation routes that lead in and out of their specific wards. DC event emergency routes can be identified by green signs that read "To Downtown" and "To Blister".

Public Transportation

- Identify closest transit station to your location.
- Take your Emergency Evacuation Kit (EEK) with you.

Public Transportation

- Transit providers (Metrorail, Metrobus, and WMATA) will have service running on normal schedules whenever possible. Check the official information on their website for the latest on how the public transportation system may be affected.

Emergency Kit

Some of the following items in an emergency container such as a backpack or duffel bag:

- Water - At least a three-day supply per person.
- Food - Three-to-five-day supply of non-perishable ready-to-eat meals and a manual can opener.
- Medication - First Aid Kit - Prescription medication - Sunburn relief - Toilet paper - Personal hygiene and soap and shampoos, sanitary and personal hygiene products.
- Clothing - One change of clothes per person, comfortable shoes, and rain wear.
- Communication - Portable radio, flashlight, and extra batteries.
- Blanketing - Sleeping bag and seasonal bedding.

Special Needs

If you must evacuate, take your pets with you if possible. However, if you are going to a public shelter, it is important to understand that animals may not be allowed inside. Plan in advance for other alternatives that will work for both you and your pet.

Prepare a Pet Emergency Kit

- Food, food, medication, plastic bags, paper towels.
- Collar, rabies tags, leash, carrier, or cage.
- Veterinary records.
- A three-day supply of food and water.

Special Needs

If you have a family member with special needs, or a neighbor with an emergency kit, help them get necessary care during an event. Help to help them get necessary care during an event.

- Wear medical alert tags and bracelets to identify your details.
- Keep writing materials on hand if you have special language or hearing disabilities.

Shelter Systems

Working together in an emergency can help save lives and property. Meet with your community members to plan how you can help your neighbors and those with special needs, such as people with disabilities and elderly persons.

School, Daycare, and Recreation Centers

Parents should have their children's school and/or daycare providers emergency plan.

SHelters and Evacuation Guide

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SHELTER AND EVACUATION GUIDE

WARD [6]

DISTRICT OF COLUMBIA

1. Get Informed
2. Make a Plan
3. Know Where to Go
4. Be Ready

Evacuation routes are identified by the stars and bars symbol on street signs.

<http://hsema.dc.gov> <http://772hours.dc.gov>

Government of the District of Columbia
Vincent C. Gray, Mayor

WASHINGTON, DC (20004) 
as of 12:07 pm EDT

35°

RAIN

feels like 25°

H 35° / L 33°

UV Index 1 of 10



Tornado
Watch
Issued:
Severe Now
Firing Off



RIGHT NOW

Wind
NNE 15 mph

Humidity
86%

Dew Point
31°

Pressure
29.74 in ↓

Visibility
2.0 mi



NEXT 36 HOURS

[HOURLY →](#) | [10 DAYS →](#)

TODAY
RAIN/SNOW



HIGH
35°

100%

TONIGHT



LOW
33°

90%

WED



HIGH
35°

100%

Periods of rain and snow. Temps nearly steady in the mid 30s. Winds NNE at 10 to 20 mph. Chance of precip 100%.

 **WIND**

NNE 16 mph gusts to 22 mph

 **HUMIDITY**

86%

 **UV INDEX**

1 of 10

 **SUN**

↑7:11 am ↓7:20 pm

ALMANAC



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AVERAGES →**

Get records, averages &
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<i>Acting General Counsel</i>	<i>Deputy General Counsel</i>
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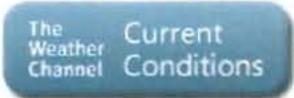


Waste Isolation Pilot Plant

Waste Isolation Pilot Plant

Points of Contact

Titles	Name	Email	Office Phone	Mobile Phone	Fax
Acting Cognizant Engineer	Leigh Lin	(b) (6)	(b) (6)	(b) (6)	(b) (6)
Cognizant Engineer Mentor	Dermot Winters	(b) (6)	(b) (6)	(b) (6)	(b) (6)
Part Time Resident Inspector	Robert Quirk	(b) (6)	(b) (6)	(b) (6)	N/A
Site Office Liaison	Glenn Gamlin	Glenn.Gamlin@cbfo.doe.gov	(575) 234-7028 (575) 234-8136	(b) (6)	N/A
DepRep Contact	Steve Petras	Steven.Petras@hq.doe.gov	(202) 586-3890	N/A	(202) 586-3472
DOE HQ Contact	Patricia Lee	Patricia.Lee@em.doe.gov	(202) 586-7505	N/A	N/A
Carlsbad Field Office Contact	Glenn Gamlin	Glenn.Gamlin@cbfo.doe.gov	(575) 234-7028 (575) 234-8136	(b) (6)	N/A



Carlsbad, NM

Addresses

Titles	Address
Post Office Box	U.S. Department of Energy Carlsbad Field Office P.O. Box 3090 Carlsbad, NM 88221-3090
Physical (FedEx Delivery)	U.S. Department of Energy Carlsbad Field Office Skeen-Whitlock Building 4021 National Parks Highway Carlsbad, NM 88220

Announcements

There are currently no active announcements.

Links

There are currently no favorite links to display.

Airports

Name	City	State	Primary/Secondary	Connecting Airports
Primary/Secondary : Primary (2)				
Roswell International Air Center Airport (ROW)	Roswell	NM	Primary	Three inbound/outbound regional-jet flights from/to Dallas-Ft. Worth (DFW) and one inbound/outbound to/from Phoenix.
Lea County Regional Airport (HOB)	Hobbs	NM	Primary	Two inbound and outbound regional jet flights per day to/from Houston Intercontinental (IAH) on United/Continental
Primary/Secondary : Secondary (2)				
El Paso International Airport (ELP)	El Paso	TX	Secondary	Jet from Dallas-Ft. Worth (DFW)
Midland International Airport (MAF)	Midland-Odessa	TX	Secondary	Dallas-Fort Worth (DFW) via American Eagle Turboprops and Regional Jets; Houston Intercontinental (IAH) via United/Continental.
Primary/Secondary : Tertiary (2)				
Cavern City Air Terminal (CNM)	Carlsbad	NM	Tertiary	Small turboprop from Albuquerque International Sunport (ABQ)
Albuquerque International Airport (ABQ)	Albuquerque	NM	Tertiary	Frequent jet service from Dallas-Fort Worth (requires 4:30 drive in rental car).

Hotels

Name	Address	City	State	Zip	Phone	Edit
City : Carlsbad (4)						
Fairfield Inn & Suites	2525 South Canal Street	Carlsbad	NM	88220	(575) 887-8000	
Towneplace Suites by Marriott	311 Pompe Street	Carlsbad	NM	88220	(575) 689-8850	

La Quinta Inn & Suites	4020 National Parks Highway	Carlsbad	NM	88220	(575) 236-1010
Comfort Suites	2600 West Pierce Street	Carlsbad	NM	88220	(844) 340-6530

City : El Paso (3)

Hawthorne Inn	6789 Boeing Drive	El Paso	TX	79925	(915) 778-6789
Radisson Hotel El Paso Airport	1770 Airway Blvd	El Paso	TX	79925	(915) 772-3333
Wyndham El Paso Airport Hotel	2027 Airway Boulevard	El Paso	TX	79925	(915) 778-4241

City : Hobbs (4)

Country Inns & Suites	5220 Lovington Highway	Hobbs	NM	88240	(575) 391-0282
Fairfield Inn & Suites	1350 West Joe Harvey Boulevard	Hobbs	NM	88240	(575) 393-0667
La Quinta Inn & Suites	3312 North Lovington Hwy	Hobbs	NM	88240	(575) 397-8777
Holiday Inn Express	4000 N Lovington Hwy	Hobbs	NM	88240	(575) 391-8777

City : Midland (3)

Hampton Inn	5011 West Loop 250 North	Midland	TX	79707	(432) 520-9600
Baymont Inn and Suites Midland Airport	10000 Airport Road	Midland	TX	79706	(432) 561-8000
La Quinta Inn Midland	4130 West Wall St.	Midland	TX	79703	(432) 697-9900

City : Roswell (3)

Holiday Inn Express	2300 N Main St	Roswell	NM	88201	(505) 627-9900
Hampton Inn	3607 N Main St	Roswell	NM	88201	(575) 623-5151
La Quinta Inn & Suites	200 East 19th St	Roswell	NM	88201	(575) 622-8000

Restaurants

Name	Address	City	State	Zip	Phone	Cuisine	Edit
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City : Artesia (1)

The Wellhead Restaurant and Brewpub	332 West Main Street	Artesia	NM	88210	(575) 746-0640	American	
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City : Carlsbad (7)

The Flume	1829 South Canal	Carlsbad	NM	88220	(575) 887-2851	American	
Lucy's	701 S Canal Street	Carlsbad	NM	88220	(575) 887-7714	Mexicali	
Red Chimney Pit Bar-B-Q	817 North Canal Street	Carlsbad	NM	88220	(575) 885-8744	BBQ	
Danny's Place	902 S Canal Street	Carlsbad	NM	88220	(575) 885-8739	BBQ	
The Trinity		Carlsbad	NM			Italian & Steaks SW Style	
Yellow-Brix		Carlsbad	NM			American	
The Lucky Bull		Carlsbad	NM			American	

City : El Paso (1)

El Paso Steak & Seafood	1700 Airway Blvd	El Paso	TX	79925	(915) 779-6633	Bar & Grill	
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☰ City : Hobbs (3)

Cattle Baron Steaks and Seafood	1930 North Grimes Street	Hobbs	NM	88240	575-393-2800	American
Luna's Drive-Inn	1121 E Broadway St	Hobbs	NM	88240	(575) 397-4000	Mexican
Pacific Rim	1309 Joe Harvey Blvd	Hobbs	NM	88240	(575) 392-0030	Asian-American Upscale

☰ City : Roswell (2)

Los Cerritos Mexican Kitchen	2103 N Main St	Roswell	NM	88201	(575) 622-4919	Mexican
Cattle Baron Steak and Seafood	1113 North Main Street	Roswell	NM	88201	(575) 622-2465	American



Work Plan

Access all Work Plan Documents on this page, sorted by date descending.

Title	Type	Size	Updated	Download
FY 2018 OGM Work Plan	PDF	237.71 KB		

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- [Information Technology](#)
- [Directives and Policy & Guidance Memos](#)
- [OGM Monthly Reports](#)
- [FOIA](#)
- [Insider Threat](#)
- [Equal Employment Opportunity](#)
- [Records Management](#)
- [Work Plan](#)

Websites

Department of Energy

- [Department of Energy Home \(energy.gov\)](#)
- [National Nuclear Security Administration](#)
- [DepRep to DNFSB](#)
- [Directives](#)
- [DOE Technical Standards Program](#)
- [DOE National Phone Directory](#)
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- [NFC Employee Personal Page](#)
- [Thrift Savings Plan](#)
- [FSAFEDS \(Health/Dependent Care\)](#)
- [BENEFEDS \(Vision/Dental\)](#)
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<https://www.comet.2018/03/setback-group-angry-dc-airplane-noise-vows-continue-fight/>

AP Masthead
After setback, group angry about DC airplane noise vows to continue fight (<https://www.comet.2018/03/setback-group-angry-dc-airplane-noise-vows-continue-fight/>)

Major changes in flight paths are supposed to be accompanied by public open house for comment, and we got none, said a lawyer for the group of D.C. residents challenging the FAA.

- [NBC News National At Post News \(https://www.nbcnews.com/post-news\)](https://www.nbcnews.com)
- [NBC DC News \(https://www.nbcnews.com/dc\)](https://www.nbcnews.com)
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Points of Contact

Titles	Name	Email	Office Phone	Mobile Phone	Pager	Fax
DNFSB Y-12 Cognizant Engineer	Robert Oberreuter	(b) (6)	(b) (6)	(b) (6)	N/A	(b) (6)
DNFSB OREM Cognizant Engineer	Dibesh Shrestha	(b) (6)	(b) (6)	(b) (6)	N/A	(b) (6)
DNFSB Resident Inspector	Vacant		(b) (6)	(b) (6)	(b) (6)	(b) (6)
DNFSB Resident Inspector	Jennifer Meszaros	(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)
Y-12 Site Office Liaison	Ken Ivey	Kenneth.Ivey@npo.doe.gov	(865) 574-0277			
Y-12 Contractor Liaison	Joe Crociata	Joseph.Crociata@cns.doe.gov	(865) 576-7141			
OREM Site Office Liaison	Tim Noe	Tim.Noe@orem.doe.gov	(865) 576-0963			
OREM (Secondary) Site Office Liaison	Annie Bartlett	Annie.Bartlett@orem.doe.gov	(865) 576-6781			
Y-12 & OREM DepRep Liaison	Dale Govan	Dale.Govan@hq.doe.gov	(202) 586-1151			

Addresses

Titles	Address
US Mail	NNSA Production Office Y-12 National Security Complex P.O. Box 2050 MS 8009 Oak Ridge, TN 37831
UPS	NNSA Production Office Y-12 National Security Complex 301 Bear Creek Rd., JCC, MS 8009 Oak Ridge, TN 37831

Airports

Name	City	State	Primary/Secondary
McGhee Tyson Airport (TYS)	Knoxville	TN	Primary

Announcements

There are currently no active announcements.

Links

There are currently no favorite links to display.

Hotels

Name	Address	City	State	Zip	Phone	Comments	Edit
Staybridge Suites - Knoxville	420 South Illinois Avenue	Oak Ridge	TN	37830	(865) 298-0050	Happy hour with cold drinks and good food on Tuesday - Thursday. Short walk to Outback.	
Doubletree Hotel	215 South Illinois Avenue	Oak Ridge	TN	37830	(865) 481-2468	Free cookie at check in, free internet, and decent restaurant in the hotel.	
Hampton Inn	208 S Illinois Avenue	Oak Ridge	TN	37830	(865) 482-7889		
Jameson Inn	216 South Rutgers Ave	Oak Ridge	TN	37830	(865) 483-6809	Free breakfast and internet	
Comfort Inn	433 South Rutgers Ave	Oak Ridge	TN	37830	(865) 481-8200	Free Breakfast	
Courtyard Marriott Cedar Bluff	216 Langley Pl	Knoxville	TN		(865) 539-0600		

Restaurants

Name	Address	City	State	Zip	Phone	Cuisine	Edit
Lakeside Tavern	10911 Concord Drive	Knoxville	TN	37922	(865) 671-2980	American	
Calhoun's	6515 Kingston Pike	Knoxville	TN	37919	(865) 673-3377	American	
Abuelos	11299 Parkside Dr	Knoxville	TN	37934	(865) 966-0075	Mexican	
Ruby Tuesday	375 S Illinois Ave	Oak Ridge	TN	37830	(865) 482-9286	American	
Riverside Grille	100 Melton Lake Peninsula	Oak Ridge	TN	37830	(865) 862-8646	American	