



Department of Energy  
Washington, DC 20585

June 9, 2014

MEMORANDUM FOR KENNETH VENUTO  
DIRECTOR  
OFFICE OF HUMAN CAPITAL MANAGEMENT

FROM: *[Signature]* DAVID HUIZENGA  
ACTING ASSISTANT SECRETARY  
FOR ENVIRONMENTAL MANAGEMENT

SUBJECT: Request Implementation of the Proposed Organizational  
Changes for Environmental Management - Carlsbad Field  
Office

The Secretary of Energy initiated a series of reviews of the Department of Energy's nuclear facilities as a result of the Waste Isolation Pilot Plant (WIPP) incidents. In response to these reviews, the Carlsbad Field Office (CBFO) management evaluated its current organizational structure and identified specific staffing needs related to line management, technical discipline, current oversight functions, and overall organizational performance and effectiveness. The evaluation resulted in proposed organizational changes that will allow CBFO to effectively manage the necessary resources to ensure that qualified personnel are performing these key functions.

The proposed organizational changes meet the requirements of the reviews and address numerous issues identified in the Radiological Release Event Accident Investigation Report (Phase 1) Judgment of Needs 43 and the Fire Accident Investigation and Radiological Release Accident Investigation (Phase I) Report. These changes are associated with staffing needs and the performance of contractor oversight. The proposed organizational changes are as follows:

1. Establish the Office of Program Management which will consist of one division, the Transuranic (TRU) Sites and Transportation Division, and three programs: the International and Scientific TRU Program; the Security Program; and the WIPP Program. The new Assistant Manager for the Office of Program Management will be filled by a GS-15 supervisory employee.
2. Establish the Office of Operations Oversight which will consist of five divisions: the Safety Programs Division; the Environmental Protection Division; the Facility Engineering Division; the Safety and Health Division; and the Facility Oversight Division. The new Assistant Manager for the Office of Operations Oversight will be filled by a GS-15 supervisory employee.
3. Abolish the Office of Science and International Programs and realign the functions to the International and Scientific TRU Program.

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4. Abolish the Office of Environment, Safety and Health and realign the functions to the Safety and Health and Environmental Protection Divisions.
5. Abolish the Office of National TRU Program and realign the functions to TRU Sites and Transportation Division.
6. Abolish the Office of Site Operations and realign the functions to the Facility Engineering and the Facility Oversight Divisions.

This reorganization proposal will affect CBFO current full-time equivalencies from 55 to 77 positions. Those employees affected will be realigned to the new structure and there will be no negative impact as a result of the proposed organizational changes. The CBFO is not a part of Collective Bargaining Union.

If you have any questions, please contact me or Mr. Desi Crouther, Director, Office of Human Capital at (202) 586-0817.

#### Attachments

cc: Julie Dock, CBC  
 Dana Bryson, CBFO  
 Jose Franco, CBFO  
 Mark Whitney, EM-2  
 Jack Craig, EM-2.1 (Acting)  
 Candice Trummell, EM-3  
 Mark Gilbertson, EM-10  
 William Levitan, EM-10  
 Kenneth Picha, Jr., EM-20  
 Jay Rhoderick, EM-20  
 Frank Marcinowski, EM-30  
 Christine Gelles, EM-30  
 James Hutton, EM-40 (Acting)  
 J. E. Surash, EM-50  
 Thomas Johnson, Jr, EM-50  
 Dennis Deziel, EM-60  
 Melody C. Bell, EM-70 (Acting)  
 Jeanne Beard, EM-70 (Acting)

NAME	DOB	DOB	DOB
JULIE DOCK	06/10/1978	06/10/1978	06/10/1978

## Proposed CBFO Organizational Restructuring

<b>Restructure The Carlsbad Field Office (CBFO) To Establish Two New Offices</b>	
<b>FROM</b>	<b>TO</b>
<p><u>Carlsbad Field Office (CBFO)</u></p>	<p><u>Carlsbad Field Office (CBFO)</u></p> <p><b>ACTION:</b> Establish two new offices within the organization. These two new offices will include six new divisions and three program offices and realign the following for each new office:</p> <ul style="list-style-type: none"> <li>• <u>Office of Program Support (OPM)</u> <ul style="list-style-type: none"> <li>○ Reduce national risk by safely, effectively and securely packaging, certifying and transporting compliant TRU waste from generator sites around the country and permanently emplacing it in a deep geologic repository.</li> </ul> </li> <li>• <u>Office of Operations Oversight (OOO)</u> <ul style="list-style-type: none"> <li>○ Responsible for industrial safety, environmental compliance, mine safety, conduct of operations, engineering, and nuclear safety including maintaining all aspects of the Documented Safety Basis.</li> </ul> </li> <li>• Abolish Office of Science and International Programs (OSIP)</li> <li>• Abolish Office of National TRU Program (ONTP)</li> <li>• Abolish Office of Site Operations (OSO)</li> <li>• Abolish Office of Environment, Safety and Health (OESH)</li> <li>• Realignment of the employees from the abolished offices as indicated on the proposed crosswalk</li> <li>• Rename Office of Business (OOB) to Business Operations Division (BOD)</li> <li>• Rename Office of Quality Assurance (OQA) to Quality Assurance Division (QAD)</li> </ul>

**REALIGNMENT OF POSITIONS IN OFFICE OF THE MANAGER (OOM)**

FROM	TO
Office of the Manager (OOM)	<b>ACTION:</b> <ul style="list-style-type: none"> <li>• Revise Senior Technical Advisor to Nuclear Safety STA</li> <li>• All other office functions remain the same</li> </ul>

**CREATE TWO NEW OFFICES**

FROM	TO
New Office	<u>Office of Program Support (OPM)</u>  <b>ACTION:</b> Establish one new division and three program offices under the Office of Program Support (OPM) <ul style="list-style-type: none"> <li>• Create position for Assistant Manager</li> <li>• Create position for Risk Management and Planning Specialist</li> <li>• Create position for Public Affairs Specialist</li> <li>➤ <u>TRU Sites and Transportation Division (TSTD)</u></li> <li>➤ <u>International and Scientific TRU Program (ISTP)</u></li> <li>➤ <u>Security Program (SP)</u></li> <li>➤ <u>WIPP Program (WP)</u> <ul style="list-style-type: none"> <li>○ Create position for WIPP Program Manager</li> <li>○ Create position for Federal Project Director/Operations Activity Manager</li> </ul> </li> </ul>

New Office	<p><u>Office of Operations Oversight (OOO)</u></p> <p><b>ACTION:</b> Establish five new divisions under the Office of Operations Oversight (OOO)</p> <ul style="list-style-type: none"> <li>➤ <u>Safety Programs Division (SPD)</u> <ul style="list-style-type: none"> <li>○ Create position for Division Director</li> <li>○ Create position for Nuclear Safety Specialist</li> <li>○ Create position for Work Control Specialist</li> <li>○ Create position for Technical Qualification and Training Specialist</li> </ul> </li> <li>➤ <u>Environmental Protection Division (EPD)</u></li> <li>➤ <u>Facility Engineering Division (FED)</u> <ul style="list-style-type: none"> <li>○ Create position for Confinement Ventilation Specialist</li> </ul> </li> <li>➤ <u>Safety and Health Division (SHD)</u> <ul style="list-style-type: none"> <li>○ Create position for Radiological Protection Engineer</li> <li>○ Create position for Industrial Hygienist</li> <li>○ Create position for Mine Safety Specialist</li> </ul> </li> <li>➤ <u>Facility Oversight Division (FOD)</u> <ul style="list-style-type: none"> <li>○ Create position for Division Director</li> <li>○ Create position for Facility Representative</li> </ul> </li> </ul>
<b>Abolishment of Offices</b>	
<b>FROM</b>	<b>TO</b>
<u>Office of Science and International Programs (OSIP)</u>	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Abolish the Office of Science and International Program (OSIP)</li> <li>• Realign employees to Office of Program Management (OPM)/International and Scientific TRU Program (ISTP) as outlined in the Employee Crosswalk</li> </ul>
<u>Office of Environment, Safety and Health (OESH)</u>	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Abolish the Office of Environment, Safety and Health (OESH)</li> <li>• Realign employees to other organizational offices as outlined in the Employee Crosswalk</li> </ul>

<u>Office of National TRU Program (ONTP)</u>	<b>ACTION:</b> <ul style="list-style-type: none"> <li>• Abolish the Office of National TRU Program (ONTP)</li> <li>• Realign employees to Office of Program Management (OPM)/TRU Sites and Transportation Division (TSTD) as outlined in the Employee Crosswalk</li> </ul>
<u>Office of Site Operations (OSO)</u>	<b>ACTION:</b> <ul style="list-style-type: none"> <li>• Abolish the Office of Site Operations (OSO)</li> <li>• Realign employees to other organizational offices as outlined in the Employee Crosswalk</li> </ul>
<b>Name Change For The Office Of Business (OOB) And Office Of Quality Assurance (OQA)</b>	
<b>FROM</b>	<b>TO</b>
<u>Office of Business (OOB)</u>	<u>Business Operations Division (BOD)</u>  <b>ACTION:</b> <ul style="list-style-type: none"> <li>• Organizational title change from Office of Business (OOB) to Business Operations Division (BOD)</li> <li>• Create position for Chief Technology Officer</li> <li>• Create position for Contract Specialist</li> <li>• Create position for Human Resource Specialist</li> <li>• All other office functions remain the same</li> </ul>
<u>Office of Quality Assurance (OQA)</u>	<u>Quality Assurance Division (QAD)</u>  <b>ACTION:</b> <ul style="list-style-type: none"> <li>• Organizational title change from Office of Quality Assurance (OQA) to Quality Assurance Division (QAD)</li> <li>• Create position for Quality Improvement Specialist</li> <li>• Create position for Software QA Specialist</li> <li>• All other office functions remain the same</li> </ul>

# **Mission Statements**

## **CBFO Mission Statement**

CBFO manages the National Transuranic Waste (TRU) Program, including the Waste Isolation Pilot Plant (WIPP). CBFO's mission is to safely dispose of TRU waste from generator sites across the nation in WIPP for permanent deep geologic disposal. To meet this mission CBFO manages compliant and efficient characterization, packaging, transportation, and disposal of defense TRU waste from the generator sites to WIPP. The CBFO is a key representative in international technical and policy forums to improve global management of radioactive waste.

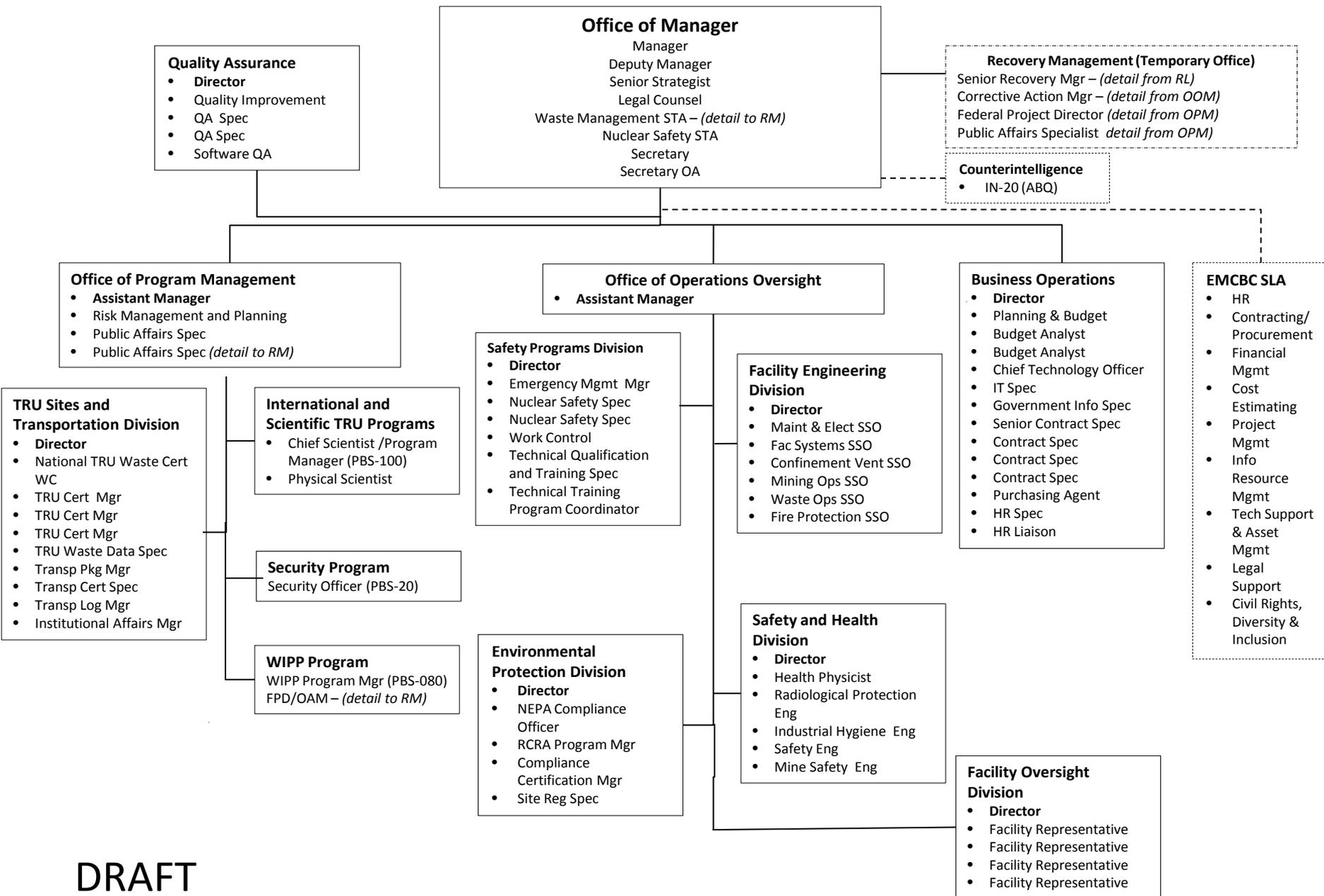
## **Office of Operations Oversight Mission Statement**

The Office of Operations Oversight's mission is to assure safe operations of the national TRU deep geologic repository (Waste Isolation Pilot Plant) through its complex roles as an industrial facility, a hazardous waste facility, a Hazard Category 2 Nuclear Facility and a mine. The Office of Operations Oversight is responsible for industrial safety, environmental compliance, mine safety, conduct of operations, engineering and nuclear safety including maintaining all aspects of the Documented Safety Basis. Office of Operations Oversight will maintain federal expertise to perform these government oversight functions.

## **Office of Program Management Mission Statement**

The Office of Program Management's mission is to reduce national risk by safely, effectively and securely packaging, certifying and transporting compliant TRU waste from generator sites around the country and permanently emplacing it in a deep geologic repository (Waste Isolation Pilot Plant). The Office of Program Management is the overall owner and integrator of the National TRU Program including its national and international integration. Responsibilities will primarily be performed through government prime contracts and grants which include planning, scheduling, integrating, budgeting and executing mission scope.

# Carlsbad Field Office



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