

FY22 TJSO APP to Individuals Responsibilities Matrix

9/22/2021

TJSO APP	Individual Performance Plan	Critical Element and Job Performance Expectations
Goal Linkage: 1. Develop our people, and train the next generation of field operations leaders.		
Objective: 1.1: Continue employee recognition programs, at both the local and SC wide levels that incentivize and reward employees. --Measures: 1.1.1: Take innovative steps to recognize Site Office team-work accomplishments.	1.1.1 Scott Mallette	TJSO Internal Operations – 1.1.1: Use measure in first column by 9/30/22.
Objective: 1.2: Achieve and maintain qualifications for staff (i.e. TQP, FPD, COR or CO Certification). --Measures: 1.2.1: Use the training budget to ensure adequate training whether virtual or in resident training as well as staff development so that the TJSO staff members have the required skills to perform their assignments and to maintain necessary certifications subject to availability of funds. 1.2.2: Maintain staff access training qualifications, including site safety and security briefings.	1.2.1 Scott Mallette and All support 1.2.2 All support	TJSO Internal Operations – 1.2.1: Use measure in first column by 9/30/22. – 1.2.2: Use measure in first column by 9/30/22.
Objective: 1.3: Provide detail opportunities to staff so that they gain perspective from other organizations. --Measures: 1.3.1: Submit FY 2023 Program Direction budget requirements and justification to include funds to support cross communications with other site offices and HQ as needed. 1.3.2: Complete trips to other sites or offices to assist on short-term tasks, reviews, or detail assignments should travel restrictions be lifted.	1.3.1 Joe Arango and Scott Mallette 1.3.2 All support	TJSO Internal Operations – 1.3.1: Use measure in first column by 6/1/22. Federal Stewardship – 1.3.2: Use measure in first column by 9/30/22.
Objective:		Federal Stewardship

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1.4: Engage in corporate activities and further the science mission. -Measures: 1.4.1: Support corporate activities that arise during the year, as appropriate.	1.4.1 Joe Arango	– 1.4.1: Use measure in first column by 6/1/22.
Objective: 1.5: Continue TJSO goal of zero work related injuries through a staff-engaged FEOSH program. -Measures: 1.5.1: Zero work related injuries on-site or on official travel, reflected in TJSO's OSHA 300A annual injury reporting log. 1.5.2: Continue to incorporate FEOSH discussion and feedback, as warranted, during staff meetings.	1.5.1 All support 1.5.2 Scott Mallette and Steve Neilson	TJSO Internal Operations – 1.5.1: Use measure in first column by 9/30/22. – 1.5.2: Use measure in first column by 9/30/22.
Goal Linkage: 2. Develop and implement policies and programs that enable science.		
Objective: 2.1: Critically review directives, Acquisition Letters, and other requirements documents to ensure controls are commensurate with risk, will be cost effective and are supportive of the mission. --Measures: 2.1.1: Continue to ensure that new and revised directives and other requirements documents are evaluated by the Site Office and effectively implemented with tailored controls, when necessary. 2.1.2: Continue to identify improvements in directives and other requirements documents that can be recommended to SC Headquarters to improve programs and enable science.	2.1.1 All support 2.1.2 All support	Contract Management – 2.1.1: Use measure in first column by 9/30/22. – 2.1.2: Use measure in first column by 9/30/22.
Objective: 2.2: Implement SLI and S&S programs that are based on Science Priorities. --Measures: 2.2.1: Partner with the Laboratory in the continuing efforts on GPP (i.e. End Station Refrigeration, and Cryogenics Test Facility Upgrade GPP...) projects.	2.2.1 Bryan Foley	Program/Project Management – 2.2.1: Use measure in first column by 9/30/22.

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<p>Objective:</p> <p>2.3: Manage capital projects effectively, ensuring their on-time, on-budget performance.</p> <p>--Measures:</p> <p>2.3.1: Ensure within TJSO's control that the LCLS II HE, SNS PPU, Moller, and EIC Projects adhere to cost, schedule, and performance targets.</p> <p>2.3.2 Effectively manages the CEBAF Renovation and Expansion (CRE) Project, TJNAF Infrastructure Improvement (TJII) project.</p>	<p>2.3.1 Bryan Foley</p> <p>2.3.2 Bryan Foley</p>	<p>Program/Project Management</p> <p>– 2.3.1: Use measure in first column by 9/30/22.</p> <p>- 2.3.2: Use measure in first column by 9/30/22.</p>
<p>Objective:</p> <p>2.4: Execute contract actions in support of the science mission and priorities.</p> <p>--Measures:</p> <p>2.4.1: Use contract provisions, CAS outcomes, oversight, and management systems to ensure compliance with contract requirements.</p> <p>2.4.2: Manage contract deliverables to ensure requirements are met, documents are reviewed and approved (when necessary), and to identify contract changes that better support the science mission.</p> <p>2.4.3: Work with the contractor to solve problems, and work with Headquarters and the Consolidated Service Center staff to remove barriers or solve issues so that science outcomes are achieved.</p>	<p>2.4.1 All support</p> <p>2.4.2 Wayne Skinner and All support</p> <p>2.4.3 All support</p>	<p>Contract Management</p> <p>– 2.4.1: Use measure in first column by 9/30/22.</p> <p>– 2.4.2: Use measure in first column by 9/30/22.</p> <p>Site Office Advocate</p> <p>– 2.4.3: Use measure in first column by 9/30/22.</p>
Goal Linkage: 3. Eliminate inefficiencies and reduce costs.		
<p>Objective:</p> <p>3.1: Aggressively seek opportunities for reducing transactions, eliminating low-value work, and automating work where possible to gain efficiencies and increase productivity.</p> <p>--Measures:</p> <p>3.1.1: Identify and implement ways to streamline and take non-value-added work out of Lab and Site Office transactional processes.</p>	<p>3.1.1 All support</p>	<p>TJSO Internal Operations</p> <p>– 3.1.1: Use measure in first column by 9/30/22.</p>

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Objective: 3.2: Reduce program direction spending without sacrificing mission requirements.		TJSO Internal Operations
--Measures: 3.2.1: The Site Office will use travel, training, supplies, materials, and other services budget resources efficiently.	3.2.1 All support	– 3.2.1: Make efficient use of program direction budget resources by 9/30/22.
Objective: 3.3: Ensure SCMS reflects the most efficient methods of conducting business and meeting mission goals.		TJSO Internal Operations
--Measure: 3.3.1: Maintain effective TJSO management systems and processes by reviewing and updating SOPPs consistent with SCMS procedures and field office roles, responsibilities, authorities, and accountabilities to enable the Laboratory's mission.	3.3.1 All support	– 3.3.1: Use measure in first column by 9/30/22.
Goal Linkage: 4. Fully implement Contractor Assurance System (CAS) as the cornerstone of field operations oversight and performance.		
Objective: 4.1: Increase time spent in the field, observing work and verifying CAS results via "boots on the ground."		Contract Management
--Measures: 4.1.1: Ensure Integrated Assessment Schedule is carried out incorporating enhanced partnerships concepts using a risk-based approach.	4.1.1 All support	– 4.1.1: Use measure in first column by 9/30/22.
4.1.2: Observe CAS implementation to verify effectiveness.	4.1.2 All support	– 4.1.2: Use measure in first column by 9/30/22.
Objective:		

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<p>4.2: Ensure effective oversight of operations and high risk activities.</p> <p>--Measures:</p> <p>4.2.1: Support annual CAS effectiveness review.</p> <p>4.2.2: Monitor oversight activities, including joint walkthrough participation, through quarterly assessment status and trend summaries.</p> <p>4.2.3 Monitor the completion of DOE's Integrated Assessment Schedule (IAS) activities, including TJSO self-assessments, using the quarterly assessment status and trend reports.</p> <p>4.2.4 Complete all scheduled Site Office Self-Assessments.</p>	<p>4.2.1 All support</p> <p>4.2.2 Steve Neilson</p> <p>4.2.3 Scott Mallette/Steve Neilson</p> <p>4.2.4 All support</p>	<p>Federal Stewardship</p> <p>– 4.2.1: Use measure in first column by 9/30/22.</p> <p>– 4.2.2: Use measure in first column by 9/30/22.</p> <p>– 4.2.3: Use measure in first column by 9/30/22.</p> <p>- 4.2.4: Use measure in first column by 9/30/22.</p>