

I.D.  
1594

Department of Energy  
Oak Ridge Office  
Environmental Management  
Procedure

Corporate Performance Measures Process

EM-1.4  
Revision 1

Prepared:

Debra R. Beets,  
Project Controls and Administration Division

Date

Approved:

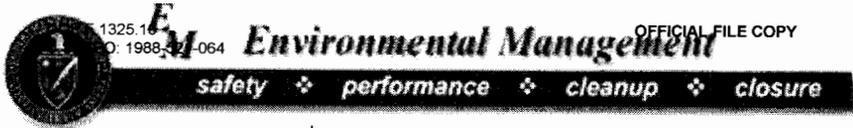
Arthur G. Haugh,  
Director, Project Controls and Administration Division

Date

fbbe-

EM-95:Beets:dsg 576-0832:09/23/2009:N \\\oro-  
fs\Ints\ew\_cmn\EM-95 PROJECT CONTROLS &  
ADMIN DIVISION\4 - Team Folders\D. Beets\Job C1252 EM\CPM  
Process Procedure Rev1Sept09.doc

Concurrence
Rtg. Symbol EM-95
Initials Beets D.
Date 9/23/09
Rtg. Symbol EM-95
Initials Noe M.
Date 9/23/09
Rtg. Symbol EM-95
Initials Stokes A.
Date 9/28/09
Rtg. Symbol EM-91
Initials Kopotic J. JD
Date 9/25/09
Rtg. Symbol EM-92
Initials Wilkerson L.
Date 9/28/09
Rtg. Symbol EM-93
Initials Vranicar R.
Date 9/28/09
Rtg. Symbol EM-94
Initials Riner G.
Date 9/28/09
Rtg. Symbol EM-95
Initials Haugh A.
Date 9/29/09

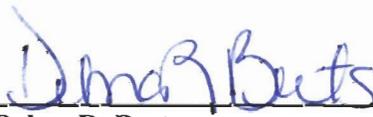


Department of Energy  
Oak Ridge Office  
Environmental Management  
Procedure

CORPORATE PERFORMANCE MEASURES PROCESS

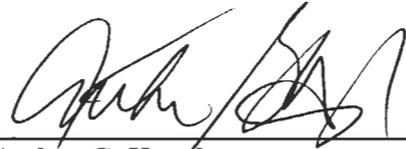
EM-1.4  
Revision 1

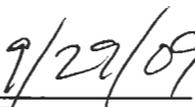
Prepared:

  
\_\_\_\_\_  
Debra R. Beets,  
Project Controls and Administration Division

  
\_\_\_\_\_  
Date

Approved:

  
\_\_\_\_\_  
Arthur G. Haugh,  
Director, Project Controls and Administration Division

  
\_\_\_\_\_  
Date



**EM Environmental Management**

safety ❖ performance ❖ cleanup ❖ closure

U.S. Department of Energy Oak Ridge Office Office of Environmental Management	Procedure No. <u>EM-1.4 Rev. 1</u> Corporate Performance Measures Process Effective Date: <u>September 29, 2009</u> Page 2 of 9
---	--

**TABLE OF CONTENTS**

TABLE OF CONTENTS.....2

ACRONYMS..... 3

1.0 PURPOSE..... 5

2.0 SCOPE..... 5

3.0 REFERENCES ..... 5

4.0 RESPONSIBILITIES ..... 5

    4.1 Federal Project Directors (FPDs)..... 5

    4.2 ORO Integrated Project Teams (IPTs) ..... 6

    4.3 ORO Project Controls & Administration (PC&A)..... 6

    4.4 Contractor ..... 6

5.0 PROCEDURE..... 6

    5.1 Corporate Performance Measurements..... 6

    5.2 Recording Performance Progress ..... 7

6.0 ATTACHMENTS..... 7

ATTACHMENT 1..... 8

ATTACHMENT 2..... 9

## ACRONYMS

BCP	Baseline Change Proposal
CCB	Change Control Board
CH	Contact Handled
CPM	Corporate Performance Measures
CPMP	Corporate Performance Measures Process
DOE	Department of Energy
EM	Environmental Management
ER	Environmental Restoration
EVMS	Earned Value Management System
FPD	Federal Project Director
HQ	Headquarters
IPABS-IS	Integrated Planning Accountability and Budgeting System – Integrated System
IPT	Integrated Project Team
OCR	Other Change Requests
OR	Oak Ridge
ORO	Oak Ridge Office
OR-EM	Oak Ridge – Environmental Management
PBS	Project Baseline Summary
PMB	Performance Measurement Baseline
PC&A	Project Controls & Administration
RH	Remote Handled

SCMS          Science Management System

TRU          Transuranic Waste

WBS          Work Breakdown Structure

WIPP          Waste Isolation Pilot Plant

## 1.0 PURPOSE

The purpose of the Oak Ridge Office (ORO) Office of Environmental Management (EM) Program Corporate Performance Measures Process is to define the process for the ORO EM Program to report progress against the established Corporate Performance Measures (CPM) Baseline. The CPM will indicate whether the Department has met its cleanup mission. The EM CPM is applicable to all EM Programs and projects managed or coordinated by the ORO Integrating Contractor and all other ORO EM prime contractors.

## 2.0 SCOPE

This procedure applies to all ORO Project Baseline Summaries (PBSs). It includes the following:

- [1] The contents of this procedure
- [2] The scope and schedule baseline
- [3] The Project Summary Work Breakdown Structure (WBS)
- [4] The EM total estimated cost and total estimated cost for each individual fiscal year or lifecycle baseline for each PBS
- [5] Established Performance Measures
- [6] Recorded Performance Progress Reporting

Changes which affect any of the preceding items are subject to review and approval by the DOE EM Senior Management.

## 3.0 REFERENCES

- 3.1 DOE O 413.3A, *Program and Project Management for the Acquisition of Capital Assets*, dated July 28, 2006.
- 3.2 DOE G 413.3-5, *U.S. Department of Energy Performance Baseline Guide*, dated September 12, 2008.
- 3.3 DOE G 413.3-10, *Earned Value Management System (EVMS)*, dated May 6, 2008.
- 3.4 DOE G 120.1-5, *Guidelines for Performance Measurement*, dated June 30, 1996.
- 3.5 Science Management System (SCMS)

## 4.0 RESPONSIBILITIES

### 4.1 Federal Project Directors (FPDs)

The FPDs or designees should review and approve the CPM data to be entered and maintained in the contractor CPM tracking system and Integrated Planning Accountability and Budgeting System – Integrated System (IPABS-IS)\*

#### **4.2 ORO Integrated Project Teams (IPTs)**

The ORO Integrated Project Teams should review the CPM data entered by the contractor (or other designated personnel) into their CPM tracking system, and recommend approval to the FPD.

#### **4.3 ORO Project Controls & Administration (PC&A)**

**4.3.1** Enter the CPM data into IPABS-IS.

**4.3.2** Coordinate monthly review and approval process for CPM data.

#### **4.4 Contractor**

**4.4.1** Develop and maintain a CPM baseline in their CPM tracking system consistent with the PMB.

**4.4.2** Track performance and provide DOE with a monthly CPM report and variance explanations.

### **5.0 PROCEDURE**

#### **5.1 Corporate Performance Measurements**

EM's corporate performance measures are quantitative, and focus on the accomplishment of risk-reducing actions that lead to site completion. Progress against these measures demonstrates the movement towards EM's cleanup goals. The nine (9) measures of cleanup performance established by EM Senior Management include:

**5.1.1** Low-level and Mixed Low Level Waste disposed – Legacy and Newly Generated Waste (cubic meters)

**5.1.2** Low-level and Mixed Low Level Waste disposed – Environmental Restoration (ER) Waste (cubic meters)

**5.1.3** Remote Handled (RH) TRU Waste Management and disposal (cubic meters)

**5.1.4** Contact Handled (CH) TRU Waste Management and disposal (cubic meters)

**5.1.5** Transuranic (TRU) Waste shipped for disposal at WIPP (cubic meters)

**5.1.6** Industrial Facility Completions (# of facilities)

**5.1.7** Radioactive Facility Completions (# of facilities)

**5.1.8** Nuclear Facility Completions (# of facilities)

**5.1.9** Remediation Complete (# of sites released)

**5.2 Recording Performance Progress**

**5.2.1** On a monthly basis, the contractor shall track and report performance for each measure as follows and include a variance explanation

**5.2.2** The IPT will review the contractor's performance data and variance explanation and recommend approval by the FPD.

**5.2.3** PC&A will enter monthly data and variance explanation after the FPD has approved.

**6.0 ATTACHMENTS**

Attachment 1 CORPORATE PERFORMANCE MEASURES DESCRIPTIONS

Attachment 2 CORPORATE PERFORMANCE MEASURES PROCESS

## ATTACHMENT 1

### CORPORATE PERFORMANCE MEASURES DESCRIPTIONS

- **Transuranic Waste shipped for disposal (cubic meters):** Number of cubic meters transuranic (TRU)/TRU-mixed shipped for disposal at the Waste Isolation Pilot Plant (WIPP).
- **Geographic Sites eliminated (number of sites):** A site in its entirety (e.g., Fernald) is “complete” when active remediation has been completed in accordance with the terms and conditions of cleanup agreements (e.g., records of decision, permits). Stewardship or non-EM activities may be on going after site completion
- **Low-Level and Mixed Low-Level Waste disposed (cubic meters):** Number of cubic meters of low-level and mixed low-level waste disposed. Disposal quantities should include onsite disposal of a site's own waste, waste shipped to a commercial facility for disposal, and waste shipped to another DOE site for disposal. Waste generated from ongoing processing operations should be included in this measure; remediation waste should not be included in this measure. [DOE-OR/BJC Definition: Receipt of Waste Disposal Certification.]
- **Remediation Complete (number of release sites):** Closeout occurs when no additional EM resources are required except for long-term stewardship. This may occur immediately after an assessment or evaluation (e.g., no action decision), or later after active remediation is complete. [DOE-OR/BJC Definition: Submittal of D1 RAR, PCCR, or RmAR to the regulators or ROD/AM approval for NFA/NFI sites]
- **Nuclear Facility Completions (number of facilities):** Number of nuclear facilities that have reached their end state within the EM program. This endpoint should correspond to one of the following: decommissioning, deactivation, dismantlement, demolition, or when responsibility for the facility is transferred to another program or owner. Facilities should not be reported more than once. If a facility is included in the radioactive or industrial facility measures, it should not be reported in the nuclear facility measure. [DOE-OR/BJC Definition: Submittal of D1 RAR, PCCR, or RmAR to the regulators or ROD/AM approval for NFA/NFI sites]
- **Radioactive Facility Completions (number of facilities):** Number of radioactive facilities that have reached their end state within the EM program. This endpoint should correspond to one of the following: decommissioning, deactivation, dismantlement, demolition, or when responsibility for the facility is transferred to another program or owner. Facilities should not be reported more than once. If a facility is included in the nuclear or industrial facility measures, it should not be reported in the radioactive facility measure. [DOE-OR/BJC Definition: Submittal of D1 RAR, PCCR, or RmAR to the regulators or ROD/AM approval for NFA/NFI sites]
- **Industrial Facility Completions (number of facilities):** Number of industrial facilities that have reached their end state within the EM program. This endpoint should correspond to one of the following: decommissioning, deactivation, dismantlement, demolition, or when responsibility for the facility is transferred to another program or owner. Facilities should not be reported more than once. If a facility is included in the nuclear or radioactive facility measures, it should not be reported in the industrial facility measure. [DOE-OR/BJC Definition: Submittal of D1 RAR, PCCR, or RmAR to the regulators or ROD/AM approval for NFA/NFI sites]

## ATTACHMENT 2

### **CORPORATE PERFORMANCE MEASURES PROCESS**

#### **Establish Baseline**

The CPM baseline is developed by the contractor by year by PBS consistent with the approved performance baseline. In the execution year, the contractor develops monthly CPM Baseline performance measures that are entered into IPABS-IS after the FPD and DOE HQ approval. The contractor will status and report on CPM performance. PC&A will report monthly performance in the project execution module after FPD approval.

#### **Configuration Control**

The contractor prepares and submits changes to the CPM Baseline via BCP's consistent with changes to the performance measurement baseline. The changes are entered into the IPABS-IS via an OCR after approved by the ORO/EM/CCB. The OCR is implemented after HQ approval.

#### **Variances**

The contractor will prepare and submit variance explanations to the FPD. The IPT will review and recommend a variance explanation for approval by the FPD. PC&A will then enter the variance explanation into IPABS-IS. The threshold range for reporting variance explanations will be consistent with those established in the change control procedure.

#### **Validations**

PC&A will do a periodic check of the CPM tracking system to ensure that changes are being made consistent to changes with the PMB. PC&A will coordinate the validation of CPMs declared complete by the contractor on a sample basis.