

DNFSB WORK PLAN FISCAL YEAR 2024

October 2023

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Summary and Agency Cross-Cutting Work Plan Items

For Fiscal Year (FY) 2024, the Defense Nuclear Facilities Safety Board (DNFSB or Board) is creating an Agency-wide work plan that includes sections for each of its offices; the Office of the Executive Director of Operations (OEDO), the Office of the General Manager (OGM), the Office of the Technical Director (OTD), and the Office of the General Counsel (OGC). Additionally, this work plan includes the cross-cutting work plan items listed below, which, like many of the individual office items, will require an integrated approach across all four offices.

Item	Description	Lead Office
Agency Culture	Improve agency culture through coordinated agency team building and conflict management at the executive leadership level to achieve a One Mission; One Team approach. Embed agency values in business practices, meetings, and training materials.	All offices
Agency Communications	Develop a Congressional communications plan and Congressional Member's meeting schedule for Board priority issues.	OEDO
Human Capital Plan	Implement the DNFSB Human Capital Plan throughout the agency according to the planned milestones.	OEDO/OGM
Employee Development	Continue implementing IDPs and EDPs for all employees to drive individual employee development. Provide coordinated agencywide training.	All offices
Federal Employee Viewpoint Survey Action Plan	Recruit a cross-cutting team with representation of each office to implement a targeted improvement plan to address at least the top three action priorities identified through FEVS and/or other employee survey data analysis.	OEDO
DNFSB Section 508 Compliance and Website Accessibility	Make all internal documents submitted to the Board and issued by the Board Section 508 compliant. Initiate accessibility compliance for the contents of the agency's website to meet accessibility standards for people with disabilities. Make primary webpages and core content accessible.	OEDO/OGM

Cross-Cutting Work Plan Items for FY 2024

Item	Description	Lead Office
Directives and Supplementary Documents	Update agency directives and supplementary documents in accordance with current federal law and policy and in accordance with the Board's policies, consistent with the Board's enabling legislation.	OEDO
DEIA Strategic Plan/MD-715	Implement the Board DEIA Strategic Plan and ensure the agency's compliance with MD-715. Establish a Diversity, Equity, and Inclusion Advisory Council (DEI AC), with representation from all agency components.	OEDO
Records Management	Implement an agencywide records management system and transition all current paper records – classified and unclassified - to an electronic format.	OGM
DNFSB Branding and Marketing	Develop an DNFSB marketing strategy with the option for employees to purchase DNFSB branded materials.	OEDO

Office of the Executive Director of Operations

The Office of the Executive Director of Operations provides direct support to the Board; manages internal communications, external affairs, and the directives program; and oversees the Diversity, Equity, Inclusion, and Accessibility (DEIA) program. Key areas of emphasis include building Executive Secretary capabilities, expanding communications, improving agency internal controls, and enhancing the agency's DEIA efforts.

Item	Description
Strategy	
Connect Agency Strategy and Planning Documents	Establish an EDO operating procedure to standardize the timing and relationship between all agency strategy and planning documents to ensure consistency and allow integrated Board planning.
Initiate Outyear Safety Oversight Planning	Working with OTD, establish a methodology to forecast nuclear safety oversight activities 5 years into the future to inform budget and staffing planning.
Initiate Outyear Administrative Planning	Working with OGM, establish a methodology to forecast administrative needs 5 years into the future to inform budget and staffing planning.
Human Capital Plan Guidance and Implementation	Work with all offices to develop guidance and implementation plan of the approved Human Capital Plan.
Board Operations	
OEDO Board Support Procedures	Finalize Executive Secretary procedures for Board support.
External Communications	Develop communications plan that discusses frequency and types of communications with Congress and appropriate stakeholders.
Internal Communications	Regularly distribute and continue to enhance agency newsletter to highlight agency work and accomplishments as well as individual staff personal and professional accomplishments. Hold quarterly All Hands to discuss agency activities.
Style Guide	Publish guidelines for technical and administrative written work products.

OEDO Work Plan Items for FY 2024

Item	Description
Modernize Records	Create a file plan for OEDO records.
Board and Employee Onboarding	Create SharePoint Orbit sites containing Board Member and employee onboarding materials.
DNFSB History	Work with the Library of Congress or other appropriate organization to create a 35-year history and update the current history of the Board posted on the public website.

Equal Employment Opportunity		
EEO Updates	Finalize updates to the agency's EEO directive and operating procedure in alignment with the DNFSB DEIA Strategic Plan and submit all required reports to the EEOC in a timely manner.	
Advance Diversity, Equity, Inclusion, and Accessibility Efforts	Provide training to supervisors and employees about the prevention of discrimination, retaliation, and harassment in all DNFSB business practices.	
Recommended EEO Training	Carry out recommended training sessions on topics that enhance the agency's EEO effort and DEIA training.	
Special Emphasis	Coordinate at least 6 monthly special emphasis events that increase awareness of diversity, equity, and inclusion.	

Office of the General Manager

The Office of the General Manager is responsible for the major administrative functions of the Agency. It includes the Divisions of Human Resources, Budget and Finance, Information Technology, and Operational Services. These functions are fundamentally support functions for the operation of the agency and involve a high degree of customer service. In FY 2024, OGM will focus on incorporating automation and self-service to enhance efficiency and delivery of organizational-level support. This will include enabling staff members, hiring managers, supervisors, and agency leaders to initiate and track the progress of personnel, financial, IT, and security actions. OGM-specific work plan items will be prioritized to update information technology systems including cybersecurity enhancements, implement the human capital plan to improve recruiting, development, and retention of employees, and refresh service provider support functions.

Item	Description
OGM Cross-cutting Items	
Security Infractions	Establish a directive and operating procedure(s) addressing issuance of information technology system, physical security, and information security infractions.
Security Clearances	Brief the Board and Office Directors on the status and recent lessons-learned regarding the DNFSB personnel security program. Address the on-boarding process, enterprise risks, and provide policy recommendations.
Division of Human Resources (DHR)	
DHR Human Capital Plan Milestones	Enhance recruiting, retention, development, and succession planning. These efforts will feed into the cross-agency effort for the Human Capital Plan supported across all DNFSB offices.
Transition to IBC	Transition HR personnel support services to IBC in accordance with the transition schedule. Conduct familiarization training with new systems and establish a change management and communications plan for this transition.
OIG Recommendations	Take actions sufficient to request closing all open OIG recommendations within the HR area of responsibility.

OGM Work Plan Items for FY 2024

Item	Description
Drug Testing	Implement a new drug testing program across the agency to provide greater flexibility for conducting the testing at locations outside of the agency headquarters.
Division of Information Technology (DIT)	
Zero Trust Architecture	Continue to transition the agency to meet governmentwide Zero Trust Architecture requirements according to administration deadlines.
IPv6	Continue to transition the agency to meet governmentwide Internet Protocol version 6 requirements according to administration deadlines.
Continuity of Operations	Support the revision of the agency COOP Plan and COOP site relocation with IT solutions to maximize DNFSB options supporting continuity of operations.
OIG Recommendations	Enhance the agency cybersecurity maturity level and establish sufficient governance of the systems to support closure of OIG recommendations two or more years old.
Cybersecurity	Conduct cybersecurity training that includes role- based training elements or modules.
Division of Budget and Finance (DBF)	
Reception and Representation (R&R) Funds	Complete the Directive and Operating Procedure for R&R fund use including appropriate financial internal controls.
Financial Resources Management System	Initiate implementation of the Enterprise Resource Planning (ERP) System including transition of shared service providers.
Travel	Finalize and implement the updated Operating Procedure and user guide to ensure agency compliance with Federal Travel Regulations.

Item	<u>Description</u>
Division of Operational Services (DOS)	
FOIA	Take actions necessary to resolve all internal assessment and OIG FOIA program recommendations.
Privacy Act	Take actions necessary to resolve all the recommendations of the internal assessment of the Privacy Act program as approved by the ECIC.
Contracts	Provide to the EDO an integrated list of all current contracts. Review all contracts within the past five years to ensure they were properly closed out.
Lease Renewal	Support renewal or modification of the DNFSB lease in coordination with GSA.
Furniture Refresh	Implement a furniture refresh between FY2024 and FY2025.
COOP	Conduct at least two COOP exercises.

Office of the Technical Director

Introduction. The Office of the Technical Director (OTD)¹ developed the Fiscal Year (FY) 2024 OTD Work Plan based on the Defense Nuclear Facilities Safety Board's (Board) strategic plan and nuclear safety oversight mission. The plan discusses the safety oversight approach and planning process.

Approach. As in previous years, the FY2024 work plan is based on activities related to Strategic Objective 1.1 – completing timely, high-quality safety reviews that identify and analyze safety issues and best practices, and search for similar challenges complex-wide. To accomplish this, OTD developed safety oversight plans and proposed review activities, with input from subject matter experts and other interested technical staff. OTD management reviewed and approved the safety oversight plan strategies and reviewed the proposed review activities.

In FY2024, OTD management identified 96 high priority reviews consistent with the Board's strategic plan, and direction included in the OTD planning memorandum dated May 31, 2023. This total includes 38 reviews that will carryover from FY2023 and 58 new reviews. During the FY, the work plan also allows for additional emergent reviews. Therefore, the total number of reviews in FY2024 (including reviews that carryover from FY2023, new reviews identified in this plan, and emergent reviews) will be managed to not exceed 100 reviews.

All technical staff were given the opportunity to volunteer as review leads and/or review team members for any new FY2024 reviews. As new reviews start throughout the year, additional sign-up periods will occur to accommodate any changes in team members (e.g., new staff members, changes in review scope, retirements). Prior to reviews starting, the review lead and team will be reviewed and finalized by OTD management and leadership.

Uncertainties. Uncertainties associated with the work plan are largely tied to Department of Energy (DOE) schedule changes, emerging work activities, and the potential for technical staff reassignment and attrition. Historically, DOE schedule changes tend to result in delays, which may delay OTD's oversight activities throughout the year. Board direction and emergent DOE activities also drive the need to adjust the work plan. OTD management will manage these uncertainties by adjusting schedules for reviews in the work plan and incorporating new reviews when necessary, while keeping the total number of reviews at or below 100.

Non-Review Activities. Engineering performance activities in FY2024 will focus on evaluating OTD performance, developing the annual report to Congress, completing internal assessments, updating procedures, recruiting, work planning, and implementing staff training to achieve the Board's mission efficiently and effectively. Other non-review activities include staff participation in external consensus bodies, working collaboratively with other offices to support cross-cutting agency efforts (including implementation of the Human Capital Plan and developing ancillary documents), professional development opportunities, and support of Board travel and public meetings and hearings. Staff will also be encouraged through their individual

¹ Acronyms are defined in Appendix A.

development plan and other mechanisms to represent the agency at conferences, workshops, and other opportunities to share their expertise. Emergent non-review activities may impact schedules and scope of review activities throughout the year. As in previous years, non-review activities will be performed by employees across OTD.

Results. The proposed FY2024 OTD work plan includes 96 total reviews; 58 new reviews and 38 FY2023 carryover reviews.² Figure 1 provides the distribution of reviews among the OTD groups, and Figure 2 shows a breakdown by oversight plan.

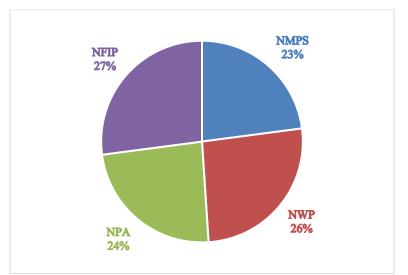


Figure 1. Distribution of Reviews in the Work Plan by Technical Group

 $^{^{2}}$ Carryover reviews are reviews that were started in FY2023 (or previous FY) for which some level of effort will continue into FY2024. If a staff report is approved by the ATD in FY2023, it is not considered carryover.

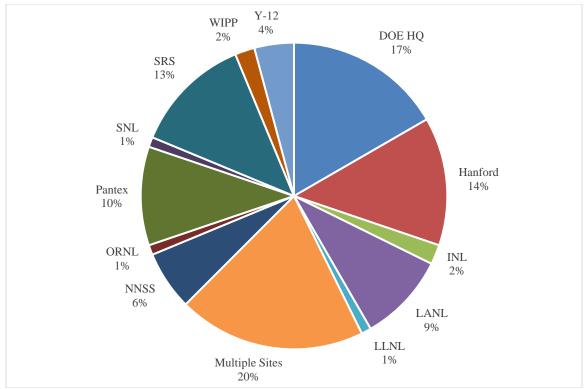


Figure 2. Distribution of Reviews in the Work Plan by Site

Nuclear Weapon Programs (NWP). OTD's NWP group performs independent and timely oversight of the safety of operations involving maintenance of the nuclear weapons stockpile and of weapons-related research, development, and testing. In FY2024, NWP will conduct effective safety oversight through formal, well-planned reviews at NNSA defense nuclear facilities. Table 1 identifies all NWP reviews turned on in the work plan.

OTD Table 1. NWP Reviews

Title	Oversight Plan	FY23 Carryover
FY24 Draft Recommendation 2023-1, Onsite Transportation	LANL-NNSA	No
LANL Conduct of Operations and Training	LANL-NNSA	Yes
LANL Deactivation and Decommissioning Work Planning and Control	LANL-NNSA	Yes
LANL Glovebox Integrity Program	LANL-NNSA	Yes
LANL Nondestructive Assay Program	LANL-NNSA	No
PF-4 DOE-STD-3009-2014 Safety Basis	LANL-NNSA	No
Software Quality Assurance of Continuous Air Monitor System for Recovery Glovebox Line Startup	LLNL	Yes
DAF & NCERC Safety Basis Review	NNSS	Yes
Dynamic Criticality Safety Evaluations for Subcritical Experiments	NNSS	No
Subcritical Experiment Device Response Methodology	NNSS	No

Title	Oversight Plan	FY23 Carryover
Approved Equipment Program Volume One – Nuclear Explosive Safety Master Study	Nuclear Explosive Safety	No
Known State Operation Nuclear Explosive Safety Study	Nuclear Explosive Safety	No
W88 Operational Safety Review	Nuclear Explosive Safety	No
W93 Initial Nuclear Explosive Safety Design Review	Nuclear Explosive Safety	No
Electrical Tester Equipment Review	Pantex	No
Pantex Alternate Methodology	Pantex	Yes
Pantex Fire Protection Program	Pantex	Yes
Pantex Training and Conduct of Operations	Pantex	No
SNL Annular Core Research Reactor Safety Basis (Alternate Methodology)	SNL	No
Co-located Worker Dose Reduction Strategy at the Savannah River Tritium Facilities	SRS-NA	Yes
Combined Tritium Facilities Documented Safety Analysis	SRS-NA	No
Savannah River Site Tritium Emergency Management	SRS-NA	No
Electrorefining Readiness Activities	Y-12	No
Y-12 Fire Protection Program	Y-12	Yes
Reactive Materials Follow-Up	Y-12	No

Nuclear Materials Processing and Stabilization (NMPS). The NMPS group performs independent and timely oversight ensuring that the health and safety of the public are adequately protected as DOE disposes of excess radioactive materials, cleans up surplus defense nuclear facilities, and begins operation of new facilities. NMPS will conduct effective safety oversight through formal, well-planned safety reviews at DOE-EM defense nuclear facilities. Table 2 identifies NMPS reviews turned on in the work plan.

OTD Table 2. *NMPS Reviews*

Title	Oversight Plan	FY23 Carryover
242-A Evaporator Restart	Hanford-ORP	No
FY24 Tank and Pipeline Integrity (TAPI)	Hanford-ORP	No
Hanford Conduct of Ventilation HEPA Filter Surveillance Tests	Hanford-ORP	No
Hanford Safety Significant Instrument System (SSIS)	Hanford-ORP	No
Hanford Site Fire Protection (ORP and RL)	Hanford-ORP	Yes
LAW Readiness Review	Hanford-ORP	Yes
WTP Safety Management Programs	Hanford-ORP	Yes
105-KW Post-Sludge Basin Clean-Up Activities (Conduct of	Hanford-RL	Yes
Operations)		
Solid Waste Operations Complex DSA Review	Hanford-RL	No

Title	Oversight Plan	FY23 Carryover
INL Advanced Mixed Waste Treatment Plant Documented Safety Analysis	INL	No
INL Implementation of Standard 5506	INL	Yes
Area G DOE-STD-3009-2014 Safety Basis	LANL-EM	No
FY24 DOE Order 435.1, Radioactive Waste Management	National TRU Waste Program	No
FY24 National TRU Program Oversight	National TRU Waste Program	No
FY24 Waste Control Specialists Waste Disposition	National TRU Waste Program	No
TRU Waste Processing Center Safety Basis (including MetOx)	OREM	No
Defense Waste Processing Facility Conduct of Operations	SRS-EM	No
H-Canyon Maintenance and Temporary Systems	SRS-EM	No
K-Area DSA Rev. 17 / Surplus Plutonium Disposition PDSA	SRS-EM	No
Savannah River National Laboratory Safety Basis Implementation	SRS-EM	No
SRS Tank Farms Safety Basis	SRS-EM	Yes
WIPP Waste Handling Building (WHB) Confinement Ventilation System	WIPP	No

Nuclear Programs and Analysis (NPA). The NPA group performs independent and timely oversight of the development, implementation, and maintenance of DOE regulations, requirements, and guidance for providing adequate protection of public health and safety at defense nuclear facilities, and the establishment and implementation of safety programs at defense nuclear facilities. NPA is responsible for complex-wide programmatic review efforts addressing topics such as nuclear criticality safety, DOE oversight, and emergency management. NPA also leads OTD review of most DOE directives. Table 3 identifies the NPA reviews turned on in the work plan.

OTD Table 3. NPA Reviews

Title	Oversight Plan	FY 23 Carryover
Criticality Safety	Criticality Safety	Yes
Review of Criticality Safety Support Group (CSSG)	Criticality Safety	No
Field Implementation of DOE Technical Standards	DOE Directives	No
FY24 DOE Order 151.1, Emergency Management	DOE Directives	No
FY24 DOE Order 251.1, DOE Directives	DOE Directives	No
FY24 DOE Order 414.1, Quality Assurance	DOE Directives	No
FY24 DOE Order 421.1, Nuclear Safety Requirements (R20-1)	DOE Directives	No
FY24 DOE Order 425.1D, Readiness to Startup or Restart	DOE Directives	No
FY24 DOE Order 433.1, Maintenance Management Program	DOE Directives	No
FY24 DOE-HDBK-1224, & DOE-HDBK-3010	DOE Directives	No
FY24 DOE-STD-1027-202X, Hazard Categorization (R20-1)	DOE Directives	No

Title	Oversight Plan	FY 23 Carryover
FY24 DOE-STD-1234, Radioactive Material Storage Containers	DOE Directives	No
FY24 DOE-STD-1239, Chemical Safety Management	DOE Directives	No
Atmospheric Dispersion Modeling: Research	Nuclear Safety	Yes
Comparative Assessment of Post Seismic Fires	Nuclear Safety	Yes
Credited Controls with Identified Deficiencies	Nuclear Safety	No
FY24 Recommendation 2020-1 Oversight Activities	Nuclear Safety	No
Implementation of DOE Standard 3009-2014	Nuclear Safety	Yes
Complex-Wide Conduct of Operations Review	SMPs	Yes
Contractor Issues Management, Causal Analysis, and Corrective Actions	SMPs	Yes
DOE Corporate Operating Experience Program Implementation	SMPs	Yes
DOE Safety Oversight	SMPs	No
FY24 Emergency Exercise Observations	SMPs	No

Nuclear Facility Infrastructure and Projects (NFIP). NFIP is responsible for reviewing and evaluating the technical adequacy of complex processes and safety-related systems related to the infrastructure and projects within the DOE's defense nuclear facility complex. This includes research and development supporting the design of new defense nuclear facilities, design of new or modification of existing component production facilities, and the design of defense nuclear facilities to safely store or treat nuclear wastes resulting from the production of nuclear weapons. Table 4 identifies the NFIP reviews turned on in the work plan.

Title	Oversight Plan	FY 23 Carryover
Hanford Tank Farms Major Modifications Safety Design Strategy	EM Projects	No
Requirements and Guidance for Construction Inspections, Tests and Acceptance Criteria	EM Projects	Yes
Surplus Plutonium Disposition Fire Protection Strategy/3013 Container Fire Testing	EM Projects	Yes
Waste Encapsulation and Storage Facility Dry Capsule Storage Welding	EM Projects	No
WIPP Safety Significant Confinement Ventilation System Continuous Air Monitors Final Design Review	EM Projects	Yes
WTP High Level Waste Facility Resumption of Concrete Placements	EM Projects	No
WTP Revised High Level Waste Facility Project Path Forward	EM Projects	No
12-44 False Ceiling Replacement	Existing Infrastructure	Yes
Device Assembly Facility Lithium-ion Batteries and Uninterruptible Power Supply Systems	Existing Infrastructure	Yes
DOE Complex Wide Oversight of Inspection, Testing and Maintenance (ITM) of Fire Protection Systems	Existing Infrastructure	No

Title	Oversight Plan	FY 23 Carryover
FY24 DOE HDBK-1545, STD-1020, HDBK-1220, Seismic & NPH Directives	Existing Infrastructure	No
FY24 LANL Probabilistic Seismic Hazard Analysis	Existing Infrastructure	No
Implementation of Aging Management Programs for Safety Systems and Supporting Infrastructure	Existing Infrastructure	Yes
Maintenance of Underground Cabling	Existing Infrastructure	Yes
Pantex Final Probabilistic Seismic Hazards Analysis	Existing Infrastructure	Yes
Qualification of Batteries Used in Safety Systems	Existing Infrastructure	Yes
SRS Probabilistic Seismic Hazard Analysis Update	Existing Infrastructure	No
U1a Complex Fault Analyses	Existing Infrastructure	Yes
Y-12 Extended Life Program	Existing Infrastructure	Yes
Savannah River Plutonium Processing Facility Fire Protection Review	NNSA Plutonium Projects	No
Savannah River Plutonium Processing Facility Structural Review	NNSA Plutonium Projects	No
Criticality Safety Evaluations for Design and Construction Projects	Other NNSA Projects	Yes
Efficacy of Project Reviews Performed by the NNSA's Office of Infrastructure (NA-90)	Other NNSA Projects	Yes
Enhanced Capabilities for Subcritical Experiments Preliminary Documented Safety Analysis	Other NNSA Projects	Yes
Limited Procurement and Construction Activities Process	Other NNSA Projects	Yes
Los Alamos Glovebox Design, Testing, and Installation	Other NNSA Projects	Yes

Office of the General Counsel

The Office of the General Counsel (OGC) provides direct legal support to the Board in its safety oversight of defense nuclear facilities. OGC also supports the Executive Director of Operations, the Technical Director, the General Manager, and their staff in the execution of agency functions. OGC is the repository of legal resources for the agency and manages the agency's compliance with all legal requirements, including by serving as the lead on several important cross-cutting agency functions (e.g., ethics and alternative dispute resolution).

Most of the work OGC performs is non-discretionary – i.e., it is required by law or necessary for agency operations. This includes Board-directed work and work to support other agency components (e.g., ethics, contract reviews, jurisdictional analysis, Sunshine Act compliance, and employment law). For such work, OGC works regularly to understand the needs and priorities of the agency and adjust its allocation of resources appropriately.

In addition to providing legal sufficiency and analysis reviews, OGC is an integral component of the Agency and as such will support organizational efforts in implementation of the Human Capital Plan, participating in cross-agency activities and working groups, and engaging with mission areas to enhance support for and understanding of the Agency's core activities.

OGC only has one long-term work plan item in FY 2024. OGC will research and evaluate the need for legislation to ensure the effectiveness of the safety allegations and investigations programs. The success of these programs depends in part on: (i) whether allegers feel that they can share safety concerns with DNFSB without fear of retaliation from their employers or others; and (ii) whether information shared with DNFSB confidentially in the course of an investigation can be protected from disclosure. OGC will assess the current state of the law and consider if legislative changes are necessary to protect against retaliation and ensure confidentiality. OGC will document its findings and recommendations in a written memorandum, and orally brief the Board.

AFFIRMATION OF BOARD VOTING RECORD

SUBJECT: FY 2024 Work Plan

Doc Control#: 2022-300-0012

The Board acted on the above document on 10/18/2023. The document was Approved.

The votes were recorded as:

	APRVD	DISAPRVD	ABSTAIN	NOT PARTICIPATING	COMMENT	DATE
Joyce L. Connery	~					10/18/2023
Thomas Summers	~					10/18/2023
Jessie H. Roberson	~					10/18/2023

This Record contains a summary of voting on this matter together with the individual vote sheets, views and comments of the Board Members.

Shelby Qualls Executive Secretary to the Board

Attachments:

- Voting Summary
 Board Member Vote Sheets

NOTATIONAL VOTE RESPONSE SHEET

FROM: Joyce L. Connery

SUBJECT: FY 2024 Work Plan

Doc Control#: 2022-300-0012

DATE: 10/18/2023

VOTE: Approved

COMMENTS:

None

Joyce L. Connery

NOTATIONAL VOTE RESPONSE SHEET

FROM: Thomas Summers

SUBJECT: FY 2024 Work Plan

Doc Control#: 2022-300-0012

DATE: 10/18/2023

VOTE: Approved

Member voted by email.

COMMENTS:

None

Thomas Summers

NOTATIONAL VOTE RESPONSE SHEET

FROM: Jessie H. Roberson

SUBJECT: FY 2024 Work Plan

Doc Control#: 2022-300-0012

DATE: 10/18/2023

VOTE: Approved

Member voted by email.

COMMENTS:

None

Jessie H. Roberson