



# Open Task Report



Saturday, July 09, 2016

## Working Group: Contractor Assurance System

Chair

Patricia Allen

Vice-Chair

Darlene Murdoch

Secretary

Linda Collier

Task Sheet Number	Task Status	Task Start Date	Estimated Completion Date	Task Closed Date
CAS-13-01	In Progress	11/1/2013	12/31/2015	

Coordinate with Other EFCOG Working Group?

Best Practices Generated Upon Completion of Task?

DOE Sponsor(s) Ashley Ruocco

Task Title ORPS Training Modules

Task Assigned to Ashely Ruocco (along with a team)

Task Description Develop 3 ORPS training modules consisting of:  
High Level Managers overview – DOE 232.2 and ORPS  
How to write an effective ORPS report  
How to perform effective searches in ORP

Description of Savings The training being developed generic in nature and will be usable by all contractors as well as DOE to supplement other training that may be in use. Module 1 will aid contractors and DOE organizations who needing to provide training to individuals who are not closely tied to actual ORPS reporting but who need to have a general understanding of the process. Module 2 will help contractors and DOE organizations by helping to encourage consistency in how ORPS reports are written. Module 3 will help DOE and contractor organizations to access the information that is contained in ORPS.

Status Date 10/28/2015

Fall 2015 meeting - Team discussed and updated the document with some minor edits. Document is in final review and should be ready for publishing with in the month.

History/Comments 11/11/2014 - Module 1 of this task was reviewed during the fall ISM/QA EFCOG Working Group meeting in October 2014.

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Task Sheet Number	Task Status	Task Start Date	Estimated Completion Date	Task Closed Date
CAS-13-02	In Progress	11/1/2013	12/31/2015	

Coordinate with Other EFCOG Working Group?

Best Practices Generated Upon Completion of Task?

DOE Sponsor(s) Ashley Ruocco

Task Title ORPS – Recurring Event Checklist

Task Assigned to Lynn Nye

Task Description Develop a checklist to assist contractor personnel in evaluation and determination of whether a recurring “R” ORPS report is warranted.

Description of Savings This document will assist contractors in determination of reporting Recurring Event reports. It is also useful in discussions with contractor and DOE management to assist in communicating the rationale for these determinations.

Status Date 10/28/2015

Fall 2015 meeting - Team discussed and updated the document with some minor edits. Document is in final review and should be ready for publishing with in the month.

History/Comments This document was worked extensively at the Fall, 2014 EFCOG meeting. It has been updated and distributed for additional comment.

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Task Sheet Number	Task Status	Task Start Date	Estimated Completion Date	Task Closed Date
CAS-14-01	In Progress	12/4/2013	12/1/2015	

Coordinate with Other EFCOG Working Group?

Best Practices Generated Upon Completion of Task?

DOE Sponsor(s) Colette Broussard

Task Title Effective Issues Management Core Elements

Task Assigned to Gary Grant

Task Description A white paper describing an effective issue management program, what is an effective corrective action, and how to measure effectiveness of an issue management program.

Description of Savings

Status Date 10/28/2015

History/Comments

- 10/31/2014 -
  - Outline core elements of an effective issues management progra - Due Date 2/20/14
  - Describe the elements of an effective corrective action and prove examples of corrective actions- Due Date 6/30/14
  - Describe techniques for measuring effectiveness of an issue management progra - Due Date 8/29/14
- 5/30/2015 - Developed draft high-level description of the elements of an effective issues management program at the Spring 2015 meeting. Draft will be distributed for further input.

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<b>Task Sheet Number</b>	<b>Task Status</b>	<b>Task Start Date</b>	<b>Estimated Completion Date</b>	<b>Task Closed Date</b>
CAS-15-01	New Task	10/1/2015	3/30/2016	

Coordinate with Other EFCOG Working Group?

Best Practices Generated Upon Completion of Task?

DOE Sponsor(s) Pat Worthington and Collette Broussard

Task Title CAS Element Survey

Task Assigned to

Task Description As part of an overall approach in identifying the maturity of CAS programs at various sites an effort is needed to identify the core elements of a DOE O 226.1CAS.

**Task Elements**

- Develop a Survey (Deliverable)
  - o Will use a platform such as Survey Monkey
  - o Need to identify the most likely elements for yes/no response
  - o Need to identify Departmental alignment (EM/Science/NNSA/NE)
  - o Allow for write in elements
- Deploy to Contractor POC (NNSA/EM/Science/NE CAS owners) (action)
  - o Need to develop a POC listing to deploy survey to
  - o Provide two week turn around to facilitate a timely evaluation
- Evaluate Results (Deliverable)
  - o Include a matrix reflecting departmental alignment, site, elements included
  - o Include an evaluation of results from a data analysis perspective – not to be an evaluation of adequacy of any individual response.

Description of Savings Overall consistency across the complex allowing for site specific determination of level of rigor.

Status Date

History/Comments Note: this task is a precursor activity that will be used to support completion of Task CAS-2015-02

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Task Sheet Number	Task Status	Task Start Date	Estimated Completion Date	Task Closed Date
CAS-15-02	New Task	3/1/2016	11/30/2016	

Coordinate with Other EFCOG Working Group?

Best Practices Generated Upon Completion of Task?

DOE Sponsor(s) Pat Worthington and Collette Broussard

Task Title CAS Maturity Evaluation Tool

Task Assigned to

Task Description As part of an overall approach in identifying the maturity of Contractor implemented DOE O 226.1 CAS programs at various sites a tool would be beneficial in assisting a contractor in evaluating the overall maturity of their CAS with appropriate consideration/flexibility dependent on their mission.

#### Task Elements

- Take survey results and feed into a "Maturity Evaluation Tool"
- Potentially use AECOM Tool or similar concept as a framework
- Potentially a Department product: EM/NNSA/Science/NE approaches

Deliverable: Evaluation Tool that each contractor can use to discern the Maturity (graded approach) for their project

Description of Savings Overall consistency across the complex allowing for site specific determination of level of rigor.

Status Date

History/Comments Note: this task is a successor activity of Task CAS-2015-01