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Policy Directives, 2017

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Information/FOIA Officer
Defense Nuclear Facilities Safety Board
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Washington, DC 20004
Email: FOIA@dnfsb.gov (ATTN: Katherine Herrera)
By telephone: (202) 694-7000 / (800) 788-4016

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From: Katherine Herrera <KatherineH@dnfsb.gov>
Sent: Tue, Feb 21, 2017 9:48 am
Subject: FOIA 17-8

RE: Freedom of Information Act Request (FOIA # FY 17-08).

This is the Defense Nuclear Facilities Safety Board's (Board) response to your Freedom of Information Act (FOIA) request, which was received in the Board's FOIA Office on January 24, 2017, and assigned tracking number FY 17-08.

The Board located 1 record responsive to your request. This record will be released in full and is attached to this email.

I trust that this information fully satisfies your request. If you need any further assistance or would like to discuss any aspect of your request, please do not hesitate to contact me at 202-694-7000, toll free at 800-788-4016, or via email at KatherineH@dnfsb.gov.

Please provide your assigned Board tracking number (17-08) in any future communications with our office regarding your request.

Katherine R. Herrera
FOIA Officer
Deputy General Manager
Defense Nuclear Facilities Safety Board



DNFSB Intranet ^{2.1}

Defense Nuclear Facilities Safety Board

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Policy Directives

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- [OP 11.2-1](#) Posting of Public Calendar and Outside Entity Briefing Materials on the Internet 8/10/2016

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 - [OP-21.1-1](#) Directive and Supplementary Document Procedures 08/26/2016

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 - [OP-22.1-1](#) Internal Control Program Operating Procedures 04/14/2016

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- [D-31.1](#) Office of Inspector General and Government Accountability Office Audits 11/10/2016
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 - OP-111.1-1 Equal Employment Opportunity Program 11/10/2016
- **112 ADA (Americans With Disabilities Act) Requirements**
 - AD 112.1A Reasonable Accommodation 10/31/2001

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 - AP 121.1 Merit Staffing System for Professional Scientific and Technical Personnel 09/30/2004
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 - N-121.1-1 Merit Staffing System for Professional Scientific and Technical Personnel 08/13/2015
 - D-121.2 Recruitment, Relocation and Retention Incentives 12/06/2011
 - OP-121.2-1 Recruitment, Relocation and Retention Incentives Operating Procedures 12/06/2011
 - D-121.3 Student Loan Repayment Program 08/14/2015
 - OP-121.3-1 Student Loan Repayment Program 08/21/2015
- **122 Hours of Duty and Leave**
 - AD122.1B Hours of Duty and Leave Administration 12/09/2003
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 - D-123.1 Executive Compensation 05/12/2016
 - OP-123.1-1 Executive Compensation 05/12/2016
- **124 Position Classification**
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- **125 Telecommuting**
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- **126 Executive Resources Board**

- D-126.1 Executive Resources Board 08/16/2013
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- AD 131.1 Performance Management System for Excepted Service Employees 12/29/2000
- N-131.1 Changes to Performance Management System for Excepted Service Employees 3/27/2015

- **132 General Schedule Employees**

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- OP-132 1-1 Performance Management System For General Schedule Employees 4/19/2016

- **133 Performance Management**

- AD 133.1 Performance Management System for Senior Executive Service Employees 09/21/2001

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 - OP-151.3-1 Employee Grievances Operating Procedures 08/23/2012
 - N-151.3 Notice changes Employee Grievances 01/13/2015
 - N-151.3-1 Notice changes Employee Grievances Operating Procedures 01/13/2015
- AD 32-1 Disciplinary and Adverse Actions 12/30/1992
 - AD 11-1 Employee Assistance Program 10/31/1990
 - AD 8-1A Smoking in the Workplace (To be Updated -- Refer to Policy on Smoking and Tobacco Use) 11/21/1991

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- **161 Policies and Procedures**

- AD 7-1 Reduction-in-Force 07/16/1997
 - AD 7.1-1 Reduction-in-Force in the Senior Executive Service 07/31/1997

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 - AD 171.1 Training and DNFSB Upward Mobility Program 11/25/2002
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- o OP-411.2-1 Information Systems Security Program Certification and Accreditation Operating Procedures 08/01/2016
- o AP 411.3 Information Systems Authentication Policy 11/29/2002

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- o D-412.1 Acceptable Personal Use of Information Technology Services 03/28/2016

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- o D-421.1 Records Management Program 02/01/2017

500 – 599 Technical Work Management

510 Management Planning and Decision Criteria

- o I-514.1 - Technical Staff Internal Work Prioritization and Reporting Decision Criteria 09/30/2016

520 Technical Staff Functional Work Direction and Guidance

- o WP-520.1-0C - Expectations and Guidance for Design and Construction Project Cognizant Engineers 02/04/2016
- o WP-520.1-0D - Expectations and Guidance for Site Cognizant Engineers 07/21/2014
- o OP-521 2-1 - Developing Technical Staff Oversight Plans 06/17/2014
- o I-524.1 - Site Representative Program 05/20/2014
- o WP-524.1-0A - Expectations and Guidance for Site Representatives 05/20/2014

530 Technical Review Management

- o I-530 1 - Execution of Technical Staff Reviews 01/06/2014
- o N-530 1 - Technical Staff Trip Summary 07/05/2016
- o OP-530 1-1 - Planning and Executing Technical Staff Reviews 01/06/2014
- o OP-530 1-2 - Obtaining Information from DOE 01/06/2014
- o OP-530 1-3 - Developing Agendas for Technical Staff Reviews 01/06/2014
- o OP-530 1-5 - Documenting and Reviewing Engineering Calculations 01/06/2014
- o I-532.1 - Technical Staff Oversight of DOE's Development or Modification of DOE

Directives 05/08/2014

- o OP-532 1-1 Performing Reviews of New or Revised DOE Directives 09/16/2016

540 Report and Technical Correspondence Management

- o I-542 1 Technical Staff Development of Externally Released Documents 09/21/2015
- o OP-542 1-1 Developing Site Representative Weekly Reports 03/19/2015
- o OP-542 1-2 Developing Monthly Site Reports 11/02/2015
- o OP-542 1-5 Developing Board Letters 9/14/2016
- o OP-542 1-6 Developing Board Recommendations 11/02/2015
- o OP-542 1-8 Internal Review and Concurrence for Technical Staff Documents 07/16/2014
- o OP-542 1-9 Developing Letters to be Signed by Technical Staff Members 09/21/2015
- o N-542 1-9 List of Technical Staff Members Authorized to Sign Staff Letters 09/21/2016
- o OP-542 1-11 Technical Director Concurrence of Agency Documents Developed Outside of the Office of the Technical Director 07/16/2014
- o WP-542.1-OD Guidance for Technical Staff Concurrence on Reports and Other Documents 12/02/2014
- o I-546 1 - Technical Staff Internal Communications 01/06/2014
- o OP-546.1-1 – Developing Information Papers 04/02/2014
- o OP-546 1-2 - Developing Group Weekly Reports 01/06/2014

550 Safety Issue Management

- o I-550.1 – Issue Tracking and Closure 03/05/2014
- o OP-550 1-2 – Tracking and Closure of Board Safety Issues and Related DOE Commitments 03/05/2014
- o OP-550 1-3 – Tracking and Closure of Internal Staff Commitments to the Board 03/05/2014
- o OP-550 1-4 – Tracking and Closure of Staff Safety Issues and Potential Safety Issues 02/19/2014
- o N-550 1 – Issue and Commitment Tracking System (IACTS) Handbook 06/16/2016

560 Technical Staff Administrative Management

- o OP-561.1-1 - Resolving Differing Professional Opinions 03/28/2014
- o I-562 1 - Technical Staff Records Management and Information Retention 11/22/2016
- o N-562 1 - Office of the Technical Director File Plan 03/16/2016
- o OP-562 1-1 - Storing and Maintaining Technical Staff Documents and Information 11/22/2016

Technical Staff Internal Controls:

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600 – 699 Legal Management

- o OH-600 Fraud, Waste and Abuse (FWA) Investigation Handbook 11/19/2014
- o WP-601 Work practice- Providing Information for the Boards Daily Gold Folder 04/01/2015
- o OP-602 Performing Reviews of New or Revised DOE Directives 06/08/2015
- o OP-621 Administering the Public and Confidential Financial Disclosure Systems 04/01/2015
- o I-631 Instruction - OGC Records Management Program 09/14/2015
- o AP 232.1 Alternative Dispute Resolution Program 04/01/2005

600: OGC Functional Work Direction and Guidance

- o OH-600: Fraud, Waste and Abuse (FWA) Handbook (completed FY15)
- o WP-601: Providing Information for the Board's Daily Gold Folder (completed FY15)
- o OP-602: Performing Reviews of New or Revised DOE Directives (completed FY15)
- o WP-603: Preparing Federal Register Notices (in process; process documented by former secretary)
- o WP-604: Reviewing Meeting Transcripts (in process; process documented by former secretary)
- o OP-605: Reviewing Documents/Preparing Legal Memoranda (will be FY 2016 Internal Control review item)

620: Legal Requirements Management

- o OP-621: Administering the Public and Confidential Financial Disclosure Systems (completed FY15; will be FY 2016 Internal Control review item)
- o OP-622: ADR Program (in process; draft by Mr. Fox)
- o OP-623: Hatch Act Activities (will be FY 2016 Internal Control review item)
- o OP-624: Whistleblower and Hotline Activities (concerned complex worker/citizen safety reports; FY 2015 Internal Control recommendation)
- o OP-625: Testimony by DNFSB Employees and Production of Official Records in Legal Proceedings (FY 2015 Internal Control recommendation)
- o OP-626: Organizational and Consultant Conflicts of Interest

630: OGC Staff Administrative Management

- o I-631: OGC Records Management and Information Retention (completed FY15)
- o OP-632: Distributing Internal and External Documents for Review within OGC

Other Potential Directives – Long Term Planning

- o OH-627: Handbook for Meetings
- o OP-628: Board Presidential Nominees Process
- o OP-629: Requesting Ethics Advice from OGC

Websites

Department of Energy

- [Department of Energy Home \(energy.gov\)](#)
- [National Nuclear Security Administration](#)
- [DepRep to DNFSB](#)
- [Directives](#)
- [DOE Technical Standards Program](#)
- [DOE National Phone Directory](#)
- [Facility Representative Locator](#)
- [ORPS System](#) (secure)

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