



Department of Energy

Washington, DC 20585

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MEMORANDUM FOR DISTRIBUTION

FROM:

JAMES A. RISPOLI *JARispoli*
ASSISTANT SECRETARY FOR
ENVIRONMENTAL MANAGEMENT

SUBJECT:

Configuration Management and Change Control Process
for the Environmental Management Program

The Office of Environmental Management's (EM) configuration control process is being updated by this memorandum to ensure that any changes to program elements under configuration control that impact project baselines are approved at the appropriate level in accordance with Department of Energy (DOE) Order 413.3A, Program and Project Management for the Acquisition of Capital Assets. This memorandum supersedes the Assistant Secretary for Environmental Management (EM-1) memorandum of June 17, 2002, which established the EM Configuration Control Board (CCB). Effective with the issuance of this memorandum, the CCB is dissolved. A new EM Acquisition Advisory Board (EMAAB) has been established and will serve as an advisory board for critical decisions and baseline changes for all projects in which EM has Acquisition Executive (AE) authority in accordance with DOE Order 413.3A and the Deputy Secretary's "Delegation of Acquisition Executive Authority for EM Operating Projects," memorandum of October 3, 2005. Changes to baselines for which EM is not delegated AE authority will also be reviewed by the EMAAB for subsequent recommendation to EM-1 in support of DOE's Energy Systems Acquisition Advisory Board. A summary of change authorities for all projects is in DOE Order 413.3A and in the attached EMAAB Charter.

EM will also maintain configuration of program elements that affect performance measurement, budget structure, site interfaces, and regulatory agreements. Elements previously managed under the configuration control process including Performance Management Plans and Cleanup End States/Endpoints are no longer necessary since EM is managing baselines at the Project Baseline Summary (PBS) level instead of at the site level, and as such, have been incorporated into the elements listed below.

The program elements under EM configuration control are:

- Life-Cycle Cost
- Schedule
- Scope
- EM Performance Measures
- Toxic Substances Control Act Incinerator (TSCAI) Burn Plan
- Waste Isolation Pilot Plant (WIPP) Shipping Plan
- Savannah River Site (SRS) H-Canyon Nuclear Materials Processing Plan
- Contract Performance Incentives



- Regulatory Decision Documents
- Budget Execution
- PBS Structure
- Non-Labor Resource Funding

To ensure a single corporate process continues to be used for configuration control, all proposed changes to project baselines and other items under Headquarters configuration control will continue to be processed through the Integrated Planning, Accountability, and Budgeting System-Information System (IPABS-IS). The Baseline Change Tool system for processing changes has been renamed to the Change Request Tool (CRT) and updated to reflect the revised elements and the new approval authorities. Any changes to life-cycle cost, schedule, or scope which exceed the thresholds described in the EMAAB Charter shall be submitted as a Baseline Change Proposal (BCP) and processed by the EMAAB for consideration by the AE.

All other changes to elements under configuration control will be processed as an Other Change Request (OCR), which can be accessed through the CRT, and approved as follows: 1) because of their close ties to project scope and schedule, and the potential to impact other site baselines, any changes to EM Performance Measures, the TSCAI Burn Plan, the WIPP Shipping Plan, or the SRS H-Canyon Nuclear Materials Processing Plan shall be submitted to the EMAAB for approval by the Principal Deputy Assistant Secretary for Environmental Management (EM-2); 2) proposed changes to the PBS Structure (i.e., combining PBSs into a single project, creating a new PBS for a project, etc.) shall be submitted to the AE of the affected project; changes to the PBS structure for non-project PBSs (i.e., long-term stewardship, community and regulatory support, etc.) may be approved by the Deputy Assistant Secretary (DAS) for Program Planning and Budget; 3) the DAS for Acquisition and Project Management is authorized to approve OCRs for contract performance incentives; 4) the DAS for Regulatory Compliance is authorized to approve OCRs for regulatory decision documents required by sites prior to negotiating or entering into regulatory agreements; and 5) the DAS for Program Planning and Budget is authorized to approve OCRs for budget execution and non-labor resource funding.

The Office of Program Planning and Budget is responsible for maintaining configuration control of corporate information stored in IPABS-IS. Upon appropriate action, the signed BCP or OCR must be returned to the Office of Program Planning and Budget so that the final decision document can be scanned and entered in the CRT and the affected elements can be updated in IPABS-IS. Note: Any BCPs approved by an AE not at EM Headquarters (e.g., Site Manager) should also be forwarded for scanning and input into IPABS-IS. A revision to the Standing Operating Policies and Procedures Resource Management 1.1, Resource Management – Configuration Management Change Control Process for the Environmental Management Program, which reflects the new policy and implementing procedures, will be issued separately.

For this new process to be effective, it is critically important that the Field and the DASs maintain and contribute toward corporate awareness of changes to items under configuration control. For items being approved at the DAS level, the DAS is responsible for getting concurrence from the other DASs as appropriate to ensure that impacts to other project elements are understood, and to verify that sufficient resources are available to accommodate the proposed change.

If you have any further questions, please contact me at (202) 586-7709 or Mr. Jack Surash, Deputy Assistant Secretary for Acquisition and Project Management, at (202) 586-3867, or Mr. Mark Frei, Deputy Assistant Secretary for Program Planning and Budget, at (202) 586-8754.

Attachment

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