

## Charter for the Director's Assurance Council

### 1.0 INTRODUCTION:

The Fermi Research Alliance (FRA) proposal to manage Fermi National Accelerator Laboratory (FNAL or Fermilab) stipulates that one of the new initiatives to be undertaken at Fermilab consists of establishing a director's advisory council on integrated assurance or "Assurance Council" (AC). The Chief Operating Officer (COO) will chair the Assurance Council and the Office of Quality and Best Practices (OQBP) will provide support.

### 2.0 PURPOSE:

The purpose of the AC is to advise the Director of Fermilab on the full range of assurance topics including DOE O 226.1 (Implementation of Department of Energy Oversight Policy DOE P 226.1A) and DEAR 970.5203 (Department of Energy Acquisition Regulation CFR Title 48 Chapter 9 Part 970.5203.1 – Management Controls). This advice will be based on the evaluation of input from a variety of sources including; the FNAL-ANL Laboratory Collaboration Council (LCC), the Office of Project Management Oversight (OPMO), laboratory assessments and OQBP. The AC will advise Director Oddone on the status of all programs that require submission of assurance reporting to DOE independent of the reports provided by OQBP.

### 3.0 RESPONSIBILITIES:

3.1 Provide advice to the Laboratory Director on the status of all programs that require submission of assurance reporting to DOE as required by DOE O 226.1, and DEAR 970.5203.1, independent of the reports being provided by OQBP.

3.2 Solicit and obtain input from various sources as appropriate including, but not limited to; LCC, OPMO, laboratory assessments and OQBP. The AC and OQBP in turn may solicit further input and implementation assistance from the EG&G/URS team.

3.3 Understand the requirements specified in DEAR 970,5203.1, and DOE O 226.1 particularly the attachment to it entitled "Contractor Requirements Document" (CRD) and flow down the requirements to subcontractors at any tier to the extent necessary to ensure full compliance with requirements.

3.4 Support the implementation and continued effectiveness of a comprehensive and rigorous contractor assurance system designed to identify deficiencies and opportunities for improvement, report deficiencies to the responsible managers and authorities, and ensure that corrective and preventive actions are established and effectively implemented in compliance with the above named requirements.

3.5 Champion, support and provide resources for ongoing self assessments, operational awareness, event detection and reporting, worker feedback mechanisms, issues management, lessons learned and performance measures of the required areas to ensure compliance with DOE Directives and Orders and to ensure the resulting information is presented in a cogent fashion such that it can be audited by DOE.

3.6 Communicate & disseminate information pursuant to the above responsibilities to the lowest levels within the organization as appropriate.

3.8 *[If necessary list any items that require approval by the council.]*

Deleted: Assurance Council Charter  
Draft Rev 000.doc

Role	Title
Chairman	Chief Operating Officer
Secretary	Office of Quality & Best Practices
Member	
Ex-officio Member	

**Comment [17]:** Consider using the term "Title" here.

**7.0 CHANGES TO THIS CHARTER:**

[This charter will be reviewed periodically and may be revised to ensure it's continued relevance and effectiveness in meeting stated objectives.]

**Comment [18]:** Excellent!

If you have questions or comments, send email to [Chrisman@FNAL.GOV](mailto:Chrisman@FNAL.GOV).

**Deleted:** Assurance Council Charter Draft Rev 000.doc