

# Assurance Council



MINUTES

12/20/11

10:30

COMITIUM

<b>MEETING CALLED BY</b>	Bruce Chrisman			
<b>TYPE OF MEETING</b>	Fermilab Assurance Council			
<b>FACILITATOR</b>				
<b>NOTE TAKER</b>	M. Tolian			
<b>ATTENDEES</b>	B. Chrisman C. Conger <del>S. Henderson</del> <del>P. Oddone</del>	G. Bock A. Filak J. Heyes R. Ortgiesen	B. Boroski P. Garbincius <del>Y. K. Kim</del> K. Van Vreede	D. Carlson N. Grossman G. Leonard V. White

## Agenda topics:

- Poll for New Management Issues
- COO Working Group – CAS Slides
- Consolidated Assessment Schedule

## DISCUSSION

### New Issues –

Need a project manager for CAS implementation

OQBP staff reductions have halted non-ES&H Lessons Learned processing. ES&H section continues to manage ES&H Lessons Learned.

### COO Working Group – CAS Slides and other topics

Regarding CAS grades, Brinkman cited on the “pro” side:

- Effective CAS implementation
- Contractor & User safety
- Mission readiness

On the “con” side:

- Communication between OHEP & Lab – discussion followed about whether this should be an AC Management Issue. B. Chrisman thinks it should be a Sr. Management issue handled on Wednesday calls
- Program Managers only look at their areas. They don’t look at the lab as a whole.

Working group of laboratory COOs including NREL put together the CAS slide deck. Discussed Goal 4 leadership. Fermilab got a B+, in our PEMP, ANL got an A, but we have the same corporate parent in UChicago. Battelle labs all got As. Goal 4 takes on new importance in FY2012. It will be used in computing of both grades in FY2012. DOE particularly liked slides with graphics like the three rings on slide 9. At least one slide #11 speaks to the consolidated assessment schedule as it contains a statement about rationalizing the assessment portfolio.

Mel Williams met w/ COOs. Three DOE COOs in attendance including George Malosh for science. Progress being made on orders. Stressed need to get costs in line. Discussion regarding the effectiveness of progress at least on some orders where requirements were added.

Regarding new assignments, if it’s not a contractual requirement, we don’t have to do it. Make sure new requests are outlined in the contract. Mike Weis has actually given a talk on “What is a contract” to folks at DOE. Program Managers are not aware of contracts. There was a question about whether or not DOE expects us to be doing what’s in DOE O 414.1D though it is not yet in the contract, particularly software QA. It was pointed out that at least one is FSO is not in favor of 414.1D being in the contract but that a justification would be needed for the lab to take that position if it is proposed to be in the contract. SLAC is under pressure from their site office to implement software QA.

In the past when a new order was sent, Fermilab had 30 days to accept, either fully or partially, or to reject.

Now changes are done electronically, so we need to watch to see that nothing is being placed into an order that we were not aware of.

B. Chrisman to send to AC a Mel Williams document to AC members. It's focused on integrated management, with processes, strategies, continual learning, workforce diversity. Should the AC be worried about anything in this document?

Chair of the FRA Admin/Finance committee talked to B. Chrisman about a possible Webex meeting during the next BoD meeting, depending on when that takes place. They are discussing the possibility of two meetings per year with one retreat.

Next AC meeting will take place on 1/17/12.

**ITEMS FOR FOLLOW-UP**

**SPECIAL NOTES OR HANDOUTS**

**All Meeting Minutes, along with any handouts and slide presentations, will be posted on the web at:**  
<http://www.fnal.gov/directorate/AC/index.html>