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United States Government

Department of Energy

memorandum

DATE: JAN 6 1986

REPLY TO
ATTN OF: DP-341.1

SUBJECT: Human Reliability Program Task Force Meeting

TO: See Attached List

The Human Reliability Program (HRP) Task Force Meeting is scheduled for January 14-15, 1986. Attached is material pertinent to the meeting.

- o HRP Policy Statement (memoranda) and Program Description
- o HRP Briefing Package
- o Proposed HRP Implementation Schedule
- o HRP Task Force Membership List
- o Task Force Working Group Assignments
- o Tentative Agenda for Meeting
- o Directions to Meeting Place
- o Major Las Vegas Hotels and Toll-Free Telephone Numbers
- o Las Vegas Hotel Directory
- o Selected News Articles

Please read the information carefully so that we can begin the various discussion periods without too much digression. I will send additional material in advance if time permits. In any event, I will bring additional handouts with me to the Monday evening get-together.

An important task for each of you is to draft an overview or outline of the chapter or section assigned to you. Use the program description as your outline or overview and expand from there, but try to keep it bulletized as much as possible. Also, any suggestions you may have for the program as a whole, or any section including your own, should be prepared as a proposal. Please bring four (4) extra copies of any written material with you so that we can distribute them at the meeting.

I would like to caution you that the policy statement, program description, and briefing package are marked draft. Although not classified, this material is sensitive and should be handled discretely. Please do not make copies of this material for anyone else's use or let others borrow your copy. Furthermore, if a briefing on this material is requested, please forward the request to me as all briefings will be made from Operation Cerberus.



Martin Hershkowitz
HRP Task Force Manager
Operation Cerberus

Attachments
As stated

January 6, 1986

Dear Colleague:

The first two items on the list in the cover memorandum are not included in this package.

Rest assured that the HRP Draft Policy Statement and Draft Briefing Package will be sent to you within the next day or so. We are just doing the split mailing so that you can begin planning your trip as soon as possible.

See you soon.

A handwritten signature in cursive script that reads "Mike".

Martin Hershkowitz

OPERATION CERBERUS
HUMAN RELIABILITY PROGRAM (HRP) PROPOSED SCHEDULE

- 10/85 o Begin formation of Operation Cerberus/HRP Task Force
-
- 11/85 o Complete final draft of HRP policy statement and program description
-
- 12/85 o Brief ASDP
- o Brief Under Secretary
- o Brief Operations Offices Managers
- o Distribute draft HRP policy statement and program description to Operations Offices and Headquarters program managers
-
- 1/86 o First meeting of HRP Task Force to:
- (1) Review comments from field offices and HQs program managers on draft HRP
- (2) Plan development of detailed HRP implementation guidelines
- o Establish HRP Lead Laboratory
- o Appoint Headquarters HRP Certification Advisory Panel, including contracts as necessary
-
- 2/86 o Revise final draft of HRP policy statement and program description and initiate concurrence chain for Under Secretary's signature
- o Begin development of detailed HRP implementation guidelines
- o Receive lists of critical positions from Operations Offices
- o Begin development of a public rule
- o Begin development of DOE directives
-

2-5/86 o Meet with concerned groups--program management, personnel clearances, occupational medical directors, psychologists, personnel, industrial relations, alcohol abuse counselors, legal, etc.

3/86 o Begin negotiation with OPM and OMB on Federal employee exemptions

 o Review Operations Offices critical positions designations

4/86 o Receive HRP resource allocation planning documents from field offices

5/86 o Begin planning and logistics for HRP implementation workshop

 o Review HRP resource allocation planning documents and prepare integrated Headquarters document

 o Prepare Federal Register Notice of Public Rulemaking on HRP

6/86 o Complete draft implementation guidelines

 o Distribute draft implementation guidelines to implementation workshop attendees

 o Conduct implementation workshop

 o Complete documentation requesting Federal employee exemptions

6-10/86 o Conduct hearings on HRP public rulemaking

7/86 o Revise final draft of HRP implementation guidelines and initiate concurrence chain for D/OSS or DAS/SA signature

 o Begin review and coordination process for HRP directives

8/86 o Begin regional and/or local HRP implementation training

 o Revise final draft of HRP directives and initiate formal coordination

9/86 o Receive field office HRP implementation plans for Stage 2
implementation

10-11/86 o Review and approve field office HRP implementation plans

10-12/86 o Provide HRP implementation assistance, as needed, to field
offices

1/87 + o Continue support to Field Offices, as needed

<u>Name (Discipline)</u>	<u>Address</u>	<u>Office Code</u>	<u>DOE Affiliation</u>	<u>Telephone Numbers</u>	<u>Component Assignment(s)</u>
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AGONIA, Mr. Robert Industrial Relations	U. S. Department of Energy Nevada Operations Office P. O. Box 14100 Las Vegas, NV 89114	OPD	NV	(FTS) 575-1005 (COM) (702) 295-1005 (FAX) (702) 295-1369 (TWX) (702) 295-1369	Industrial Relations
ALBERS, Dr. William Occupational Medicine	U.S. Department of Energy Office of Assistant Secretary for Environment, Safety, and Health Washington, DC 20545	EH-12	HQ	(FTS) 233-3333 (COM) (301) 353-3333 (FAX) (301) 353-5465 (TWX) (301) 353-5304	Medical Examination
ANDERTON, Mr. Daniel Industrial Law	Martin Marietta Energy Systems, Inc. P.O. Box Y Oak Ridge, TN 37831	-	OR	(FTS) 624-1554 (COM) (615) 574-1554 (FAX) 9706-2 (TWX) (615) 574-4610	Industrial Relations
BLACKMAN, Dr. Harold Psychometrics	EG&G - Idaho, Inc. P. O. Box 1625 Idaho Falls, ID 83415	-	ID	(FTS) 583-0245 (COM) (208) 526-0245 (FAX) (208) 526-1998 (TWX) (910) 977-5915	Psychological Assessment
BLACKWELL, Mr. Lawrence Emergency Operations	Los Alamos National Laboratory MS K496 LosAlamos, NM 87545	-	AL	(FTS) 843-6211 (COM) (505) 667-6211 (FAX) (505) 667-6937 (TWX) (910) 988-1773	Critical Positions
BROWN, Mr. Lawrence Personnel Clearances	U.S. Department of Energy Savannah River Operations Office P. O. Box A Aiken, SC 29801	OSP	SR	(FTS) 239-2411 (COM) (803) 725-2411 (FAX) (803) 725-1259 (TWX) (810) 771-2670	Security Review

<u>Name (Discipline)</u>	<u>Address</u>	<u>Office Code</u>	<u>DOE Affiliation</u>	<u>Telephone Numbers</u>	<u>Component Assignment(s)</u>
BROWN, Mr. Lyle Industrial Relations	U. S. Department of Energy Office of Industrial Relations Washington, DC 20585	MA-261	HQ	(FTS) 252-9019 (COM) (202) 252-9019 (FAX) (202) 252-5100 (TWX) (202) 252-5080	Industrial Relations
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BURR, Dr. William Physician	Oak Ridge Associated Universities P. O. Box 117 Oak Ridge, TN 37831-0117	-	OR	(FTS) 626-3090 (COM) (615) 576-3090 (FAX) (615) 576-3643 (TWX) (810) 572-1076	Education/ Training: -- Syllabus, Text -- Administration and Logistics
CONSTANT, Ms. Leila Personnel Clearances	U.S. Department of Energy Albuquerque Operations Office P. O. Box 5400 Albuquerque, NM 87115	SSD	AL	(FTS) 846-1121 (COM) (505) 844-1121 (FAX) (505) 844-4197	Security Review, 10 CFR 710-like Rule
FERRIS, Mr. Lawrence Personnel Management	Rockwell International Energy Systems Group Rocky Flats Plant P. O. Box 464 Golden, CO 80401	BLDG-130	AL	(FTS) 320-2202 (COM) (303) 966-2202 (FAX) (303) 966-4092 (TWX) (303) 966-2395	Industrial Relations
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HERSHKOWITZ, Martin Safeguards & Security	U. S. Department of Energy Office of Safeguards and Security Washington, DC 20545	DP-341.1	HQ	(FTS) 233-5671 (COM) (301) 353-5671 (FAX) (301) 353-5465 (TWX) (301) 353-5304	Task Force Management

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KNISELY, Mr. Ronald Personnel	U. S. Department of Energy Office of Personnel Washington, DC 20585	MA-202.3	HQ	(FTS) 252-8519 (COM) (202) 252-8519 (FAX) (202) 252-5100 (TWX) (202) 252-5080	Federal Personnel
LAKE, Mr. Darryl Security	EG&G - Idaho, Inc. P. O. Box 1625 Idaho Falls, ID 83415	WCB-E1	ID	(FTS) 583-2811 (COM) (208) 526-2811 (FAX) (208) 526-1998 (TWX) (910) 977-5915	Security Review
MAYNARD, Mr. Jay Attorney	Battelle Memorial Institute 505 King Avenue Columbus, OH 43201-2693	-	CH	(FTS) 976-4092 (COM) (614) 424-4092 (FAX) (614) 424-4874	Labor-Management Relations
MARKOFF, Ms. Helene Education/Training	U. S. Department of Energy Office of Personnel Washington, DC 20585	MA-203	HQ	(FTS) 252-8487 (COM) (202) 252-8487 (FAX) (202) 252-5100 (TWX) (202) 252-5080	Education/Training: --Administration and Logistics
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GRAVITZ, Dr. Melvin	NMCNCR Naval Hospital, Bethesda 8901 Wisconsin Avenue Bethesda, MD 20814-5011	PSYCH/DEPT		(COM) (301) 295-0500 (FAX) (301) 295-5389	(NAVY PRP)
HIBLER, Major Neil	HQ AFOSI/IVSB Bolling Air Force Base Washington, DC 20332-6001			(COM) (202) 767-5287 (FAX) (202) 767-6554	(AFOSI)
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PARKER, Mr. James L.	U.S. Secret Service Special Investigations and Security Division, Room 924 1800 G Street, N.W. Washington, DC 20223	ASAIC		(FTS) 535-5930 (COM) (202) 535-5930 (FAX) (202) 377-9399	(Secret Service)

HRP TASK FORCE PROPOSED WORKING GROUP ASSIGNMENTS

Task Force Management

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Dale Minner*
Sheila Hann*

Site HRP Project Manager

Wayne Adams
Don McIntyre
Jim Bullian

Critical Positions

Dean Hickman
Bob Tharp
Larry Blackwell
Jack Newman
Whit Walker
John Todd

Program Management

Jim White
Gerry Strickfaden

Security Review

Darryl Lake
Larry Brown
Ernie Wagner*
Lee Constant*
Hank Raimondo (Special Investigations)

Medical Examination

Dale Minner*
John Spickard
Bill Albers

- - - - -
* Denotes multiple assignments

Drug Testing: Operations

Sheila Hann*
Bill Milroy*

Drug Testing: Forensic Protocol

Bill Milroy*

Drug Testing: Toxicological Protocol

Psychological Assessment

Jeff Swinebroad
Connie Olson*
Harold Blackman

Behavioral Recognition

Connie Olson*

Education/Training: Syllabus, Text, Etc.

Bill Burr*

Education/Training: Administration and Logistics

Bill Burr*
Helene Markoff

* Denotes multiple assignments

HRP Document Control

Alcohol Abuse Rehabilitation

Bill Milroy*

10 CFR 710-Like Rule

Lee Constant*
Ernie Wagner*

Federal Personnel

Anita Sciacca
Ron Knisely

Industrial Relations

Dan Anderton
Lyle Brown
Larry Ferris
Bob Agonia

Legal Issues

Phil Pfeiffer
Sandy Schneider

Labor-Management Relations

Jay Maynard

* Denotes multiple assignments

OPERATION CERBERUS
HUMAN RELIABILITY PROGRAM TASK FORCE
TENTATIVE AGENDA
January 13-15, 1986, North Las Vegas, Nevada

Monday, January 13, 1986

4:00- 7:00pm Introductory No-Host Get-Together at Nellis Air Force Base
Officer Club

Tuesday, January 14, 1986

8:30 am	Checkin for Security Attendance	S. Hann
9:00 am	Introduction	M. Hershkowitz
9:15 am	Welcome from Nevada Operations Management	W. Adams
9:30 am	Comments from Operation Cerberus	M. Seaton
10:00 am	HRP Briefing	M. Hershkowitz
11:00 am	Discussion of Task Force Working Groups and Assignments for Preparing the Implementation Guidelines	M. Hershkowitz
12:00 noon	Lunch	
1:00 pm	Briefing on Special Issues: - Industrial Relations (DOE/HQs/IR) - Federal Personnel (DOE/HQs/PERS) - Legal (DOE/HQs/GC)	L. Brown A. Sciacca/ R. Knisely D. Fontanella
3:00 pm	Open Discussion on Special Issues	
4:00 pm	Comments from Review by Field Office and HQs Program Managers	M. Hershkowitz

Wednesday, January 15, 1986

8:30 am	Discuss HRP Implementation Schedule	M. Hershkowitz
9:30 am	Open Discussion on Contents of Implementation Guidelines	
11:30 am	Agree on Specific Subjects for Implementation Guidelines Outline	M. Hershkowitz
12:30 pm	Lunch	
1:30 pm	Specific Directions to Task Force Working Groups - Responsibilities of Advisory Groups - Responsibilities of "Writing" Groups - Logistics and Management Support	M. Hershkowitz
3:00 pm	Selection of a Leader for Each Working Group	
4:00 pm	Review Highlights to be Included in Each Section	M. Hershkowitz
5:00 pm	Establish Schedule and Milestones for Completion of each Section	M. Hershkowitz