



"Fountain, Jim"
<Jim.Fountain@hq.doe.gov>
06/19/2009 06:40 AM

To dhoffer@fnal.gov, mccluskey@fnal.gov
cc tjaeger@Tecolote.com, holmes@fnal.gov, garbincius@fnal.gov, "Chrisman, Bruce (FNAL)" <chrisman@fnal.gov>, "Conger, Cindy" <conger@fnal.gov>, "Oddone, Pier (FNAL)" <pjoddone@fnal.gov>, Young_Ke Kim <ykkim@fnal.gov>, mccluskey@fnal.gov, Greg Bock <bock@fnal.gov>, jcooper@fnal.gov, terickson@fnal.gov, "Livengood, Joanna (SC-FSO)" <joanna.livengood@ch.doe.gov>, "Fisher, Kurt" <Kurt.Fisher@nnsa.doe.gov>, "Chao, Kin Kye" <KinKye.Chao@science.doe.gov>, "Huizenga, Brian" <Brian.Huizenga@hq.doe.gov>

bcc

Subject FRA's Corrective Action Plan ACCEPTED by OECM

Dean,
Congratulations!

Upon review of your Corrective Action Plan (attached), OECM finds your CAP, as submitted, appropriate to support EVMS compliance and requests that (if you have not done so already) you implement the provisions of this CAP as soon as possible; - with the following additional requirements:
1) As you reference below, we expect you to provide OECM with target completion dates by June 26th. However, the actual dates will not jeopardize that OECM has already accepted your CAP.
2) The production and delivery of evidentiary files to OECM reflecting proof of the implementation of your CAP - per your Action Plan described. These files should be to OECM by mid August and basically reflect the direction described at the end of this email.

Next Steps

As you may recall from our EVMS Review Out Briefing on May 15th, the next steps in the EVMS Certification process - after CAP implementation and the submittal of evidentiary files to OECM, is to perform a two phase follow-up review. First, once evidence is received OECM will review the information for CAP compliance. The second phase; an on-site follow-up review, will be scheduled once the evidence files are received to OECM. This review would only be for a few days with a few reviewers and cover only the CAP. Although subject to evidence receipt, we hope to perform the on-site visit by early September. Assuming the visit is successful, the review process will be concluded and FRA should expect receipt of it's actual EVMS Certification letter about a week or so later.

Additional Informational Support to FRA

Besides returning the FRA CAP - as accepted by OECM, I am including two other files produced by EVMS Review support firm, Tecolote. The information in these files may provide FRA clarification that could assist in the implementation of it's CAP. The first Report is a more narrative analysis of the EVMS Review week of 5/11-15. This report compliments the CAR's and CIO's given at the 5/15/09 Out Brief. The second Report is Tecolote's review of the submitted FRA CAP with their recommendation to OECM. In both Reports I have **highlighted** relevant recommendations concerning FRA's EVMS.

Should you any further questions please contact me directly. Otherwise you should assume a con call will be schedule some time in mid/late July to gauge CAP implementation progress and receipt of evidence files in August.

Jim Fountain, RA, PMP
Engineering & Construction Management (MA-50)

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FRA EVIDENTIARY FILES FROM THE CAP THAT ARE NEEDED BEFORE ON-SITE FOLLOW-UP VISIT BY OECM

re: CAR 1 - Accounting for Scientist Labor

We would need the following:

- 1) the policy(s) and procedures that have been implemented to account for scientist
- 2) the signed MOUs with other institutions that implement these policies
- 3) the training charts used to train CAMs on these new procedures
- 4) verification of the following:
 - a) scientist labor is in the baseline,
 - b) EV methods are identified to claim performance of scientist labor,
 - c) scientists are recording their labor hours in accordance with the above policy and procedures,
 - d) there is a means for measuring cost and schedule performance using the above data,
 - e) work being performed by the scientist is being measured and variances analyzed, and
 - f) performance data are being reviewed by management.

re: CAR 2 - No Process/Provision for UB as a Holding Account

We would need the following:

- 1) EVMS description and procedures related to managing UB
- 2) UB log of funds in UB (if applicable) - i.e. no log if not use yet.

re: CAR 3 - Direct Cost for Exempt Labor

We would need the following:

- 1) revised Labor Capture and Distribution Policy and the memo from Dr. Oddone implementing the policy
- 2) a brief presentation regarding the revised FRA Fermilab Time and Labor system as it relates to accounting for all labor hours worked by exempt labor and how the costs are allocated to the appropriate control accounts.
- 3) related policy guidance provided to FRA exempt employees
- 4) training charts or instructions provided to CAMs regarding review of exempt labor time cards
- 5) raining charts or instructions provided to exempt employees regarding preparation of time cards
- 6) access to a few of the exempt employees affected by these new policies and their time cards for the prior month, especially any exempt employee that charges more than one control account during the period.

-----Original Message-----

From: dhoffer@fnal.gov [<mailto:dhoffer@fnal.gov>]

Sent: Friday, May 29, 2009 11:14 PM

To: Fountain, Jim

Cc: tjaeger@Tecolote.com; holmes@fnal.gov; garbincius@fnal.gov; Chrisman, Bruce (FNAL); Conger, Cindy; Oddone, Pier (FNAL); Young_Kee Kim; mccluskey@fnal.gov; Greg Bock; jcooper@fnal.gov; mccluskey@fnal.gov; terickson@fnal.gov; Livengood, Joanna (SC-FSO)

Subject: FRA's Corrective Action Plan

Dear Jim,

For your review and approval I have attached FRA's Corrective Action Plan addressing the three CARs received during the May 11-15 review. The CAP includes the list of actions that will be taken to address each CAR. We are still assessing the effort required to complete the actions listed. We will inform you of the target completion dates no later than 26-Jun-09.

Please let me know if you have any questions.

Regards,
Dean

(See attached file: FRA_CAP_29-May-09.docx)  FRA_CAP_29-May-09.doc

 FRA Tecolote EVMS Report 22MAY09_JAF.doc  FRA Tecolote CAP Rvw Rpt 12JUN09_JAF.doc