



Department of Energy
Washington, DC 20585

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MEMORANDUM FOR DISTRIBUTION

FROM:

DR. STEVEN L. KRAHN *SK*
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SAFETY AND SECURITY PROGRAM
ENVIRONMENTAL MANAGEMENT

SUBJECT:

Office of Environmental Management Quality Assurance Performance
Assessment, Commitment, and Corrective Action Management
Program Launch

In a memorandum to the Field/Site Managers dated July 10, 2009, it was announced that the Office of Standards and Quality Assurance (EM-23) had deployed a pilot prototype web-based system (Hub) to facilitate providing real-time status of Quality Assurance (QA) performance assessments and associated corrective actions and commitments. The pilot phase of the system has been completed with exceptional cooperation from the various sites involved. The system has now been transferred to a secured Department of Energy Environmental Management (EM) Office server and is available for widespread application.

The corrective action Hub will provide greater transparency in assessments (audits, surveillances, and reviews) conducted by EM, as well as place greater focus on accountability in meeting milestones for timely correction and closure of commitments and agreed upon corrective actions. The Hub is designed to serve the following corporate needs: (1) ready access to the status of all EM Headquarters (HQ) QA assessments and related results; (2) traceable process for tracking findings initiated from these assessments with associated commitments and corrective action from initiation to closure; (3) real-time status of Federal and contractor performance in meeting their commitments; and (4) a management level reporting process (at EM HQ and field sites) for analyzing QA related issues and identifying trends and follow-up activities. The Hub is not intended to replace existing site-specific corrective actions tracking system or undermine any contract-specific terms and conditions related to corrective actions that EM site management have incorporated in their respective contracts. Our entire implementation strategy is centered around making sure that use of this system will have minimal impact on your day-to-day operations.

The Hub can be accessed at <http://correctiveactionhub.em.doe.gov>. EM-23 will provide usernames and passwords to site designated points of contact. The site contacts can then enter data and responses to findings and issues as well as provide status of completion of the issues. A description of the system functionality along with a set of screen shot instructions are provided as part of the system's online HELP function. In addition, EM-23 staff will be available to provide system demonstrations for the various sites.

Please direct any questions and requests for access/demonstrations to Dr. Larry W. Perkins at (202) 287-5502 or larry.perkins@hq.doe.gov.

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