

**National Nuclear Security Administration (NNSA)  
Savannah River Project Management Office (SRPMO) Oversight and Execution**

- Effective upon issuance of this plan, and until otherwise directed, SRPMO will implement maximum mission-allowed telework for all Federal employees with minimum staffing as defined in this plan and associated field plans for personnel expected to report to work.
- This plan is designed to **enable** project management and contract oversight and execution while contractor project work continues being performed and ensure the Primary Mission Priority Functions assigned to NNSA SRPMO are fully executed:

**Table 1: Mission Priority Functions Performed by the Savannah River Site (SRS)**

DOE-HQ MPF #	SRS Role
MPF#1—Maintain the safety, security and effectiveness of the nation's nuclear deterrent	<ul style="list-style-type: none"><li>• <b>Provide the enduring capability and capacity to produce plutonium pits at a rate of no fewer than 80 pits per year by 2030 by expanding Pu pit processing capabilities</b></li></ul>
MPF# 2—Reduce global nuclear security threats and strengthen the nuclear enterprise	<ul style="list-style-type: none"><li>• Provide capability to eliminate the accumulation of HEU or Pu and dispose of surplus weapon-grade Pu in an environmentally sound manner, ensuring these materials never again be readily used in nuclear weapons</li></ul>
MPF# 3—Modernize the national security infrastructure	<ul style="list-style-type: none"><li>• Recapitalize pit production capability at Savannah River Site</li><li>• Modernize the tritium facilities</li></ul>

The SRPMO will have telework employees, and FPD's will conduct communications conference calls [weekly and will utilize Skype](#) to ensure effective communication of priorities, key mission deliverables, and changing expectations involving the current situation. All Federal employees not on sick or annual leave, including those on weather and safety leave, should participate in these office calls. Each FPD and Functional Lead is responsible for defining the call schedules for their Project responsibilities.

For SRPMO staff that live in remote areas and have intermittent internet reception and/or are having an issue logging into the system directly through CITRIX and/or VPN, you can still telework through hardline phone calls, participating in teleconferences and doing a daily check in with your respective supervisor. Employees may be required to connect their Government computer directly to the SRSnet

to allow necessary software updates and may require short-term physical presence at SRS. Additionally, certain project information to perform work may require a direct download from SRSnet or access of hard copy files, and may require a short-term physical presence at SRS.

When possible, the SRPMO will maintain the following staffing:

- Director's Office: Rotation of Director and Technical Director such that one of these individuals will be in the office for such in-person coordination across SRS and the NNSA leadership as is necessary to continue with ongoing execution and mission essential functions. Phone (803) 952-4886 is established for contacting the Director on duty.
  - Emergency Management and Security: SRPMO and the Savannah River Field Office (SRFO) rotating schedule of one to perform Emergency Management and Security duties.
  - Federal Project Director: Rotating schedule to perform duties on site
  - Contracting Officer: Rotating schedule to perform duties on site
  - Functional Leads: Rotating Federal or Support Service Contractor(s) scheduled to perform duties on site
- The SRPMO, SRFO and SRS execution will ensure sufficient Federal and contractor personnel to maintain ongoing execution that can be performed safely, securely and in accordance with the contract and performance baseline. It is understood that if SRS is directed to close the Site to only essential personnel and activities (nuclear safety and security operations), this change will result in minimum direct oversight activities and will require a reevaluation of SRPMO work activities.

Key Roles and Responsibilities:

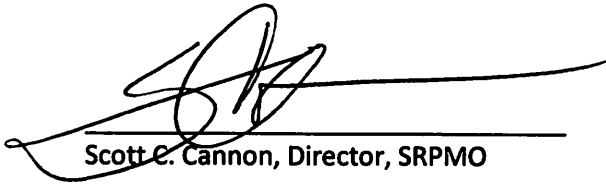
- Director: Overall leadership and direction, approval of NNSA execution plans, and changes to execution status, approval of travel, and exceptions to telework policy.
- Technical Director: Ensure integration, awareness and update of the telework schedule, with input from FPDs and Functional Leads.

Key Assumptions and underlying expectations:

- This expansion of telework is in response to this specific pandemic and is not indicative of how the SRPMO and SRFO support would effectively manage its Project Organization during normal execution, and this plan does not set precedent for future regular telework requests by individual employees.

- FPDs and Functional Leads must continue to ensure effective performance of office functions, to the extent possible, while implementing this telework plan. Rules for executing in expanded telework situation include the following:
  - FPDs and Functional Leads are expected to maintain continuity and connectivity with all Integrated Project Team.
  - Employees will continue to request appropriate leave or leave without pay for any non-work periods occurring during regular working hours, such as when caring for a child or elderly parent during the day.
  - Employees should consider updating their office voicemail and email signature block to provide accurate contact information while teleworking.
  - Employees shall activate SKYPE when in a telework status. (3/26/20 Effective date)
  - Employees can take home non-accountable Government property such as computer monitors, keyboards, etc., to assist in their telework activities. An email documenting the equipment removed from SRS shall be sent to your supervisor.
  - Telework status employees shall provide a summary of activities performed daily to their respective supervisor with a copy to their respective Functional Lead.
  - Telework status shall be appropriately documented in ATAAPs.
- Director and supervisors are expected to ensure effective communication of priorities and any evolving changes to this telework plan or the overall operational stance of NNSA activities.
  - Daily communication should address any concerns with activation, modification, and deactivation of this plan.
  - FPD and Functional Leads should continue to assess requirements for working at home for their organizations, including supplies and equipment needed for an extended telework period.
  - Supervisors should establish such protocols as needed to ensure proper time and attendance practices.
- Employees are responsible for implementing this plan and ensuring they continue to effect progress in meeting NNSA's mission to address the national security and SRPMO missions.
  - Employees should perform duties assigned by management, even if they are outside usual or customary duties, if necessary, to ensure mission accomplishment.
  - Employees should be familiar with this plan and individual expectations for telework during a pandemic.

- Employees who are on rotation and continue to report to their assigned work locations and/or do not telework should implement other social distancing measures to the maximum extent possible:
  - Minimize use of conference rooms and in-person meetings of more than 9 people, even for those working in the building
  - Limit outside visitors to essential personnel only
  
- This plan will be revised as necessary by the NNSA SRPMO Director.



Scott C. Cannon, Director, SRPMO

3/30/2020  
Date