



Assessment & Oversight Tracking...Issues & Actions Management...Documentation & Evidence Tool

System Overview

<https://orion.oro.doe.gov>

Last Updated: 11/2/2007

Purpose of ORION System:

- 1. Planning & Tracking Oversight & Self-Assessment Activities (i.e. assessments, walkthroughs & operational awareness, issues, corrective actions, Facility Mgmt inspections)**
- 2. Issues & Actions Management**
- 3. Documentation & Evidence Tool**
- 4. Data Repository with Trend Codes/binning to support trending, analysis, rollups, reporting**
- 5. Management Tool for Continuous Improvement**

Starting Points

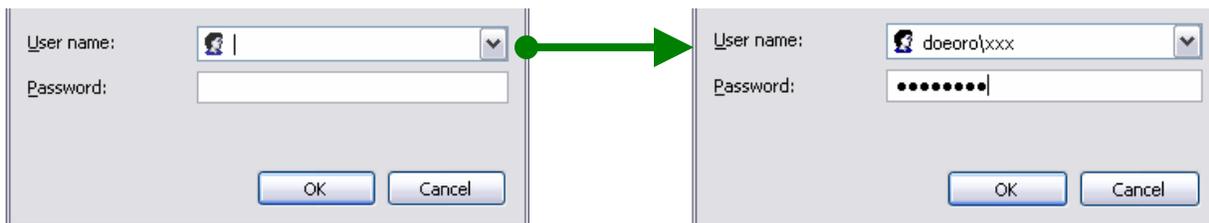
ORION Login and Internet Explorer helpful tips: *There are a few preliminary pieces of info that you need to know.* When you follow the ORION url as listed below and on the title page, you will be asked to provide security login information. The login information is the same as your UCAMS ID. Also, in order to view some of ORION's screens you will need to turn off the pop-up blocker in internet explorer.

1st The User Login Screen

To begin you open internet explorer and type in the following address: <https://orion.oro.doe.gov> and click to go to this site. You will then see the ORION Login screen and be asked to enter the following information (shown below):

User name: = doeoro\User 3 character ID

Password: = User UCAMS password



2nd Setting Internet Explorer to allow pop-ups for ORION

After Login go to the browser's toolbar: click "Tools", scroll to "Pop-up Blocker" and click "Turn off Pop-up Blocker". This will give you full functionality within the ORION system. A screenshot of this action is shown below:

My Status

TJSO	Michael Sterling
Assessment/Review Status	
13 assessments/reviews have passed their finish date and need to be updated.	0 assessments/reviews led this month.
0 assessments/reviews are scheduled within next 30 days.	0 assessments/reviews participated in this month.
0 assessments/reviews are scheduled to finish within next 30 days.	0 assessments/reviews scheduled to lead within next 30 days.
	0 assessments/reviews I'm leading scheduled to finish within next 30 days.
Issue Status	
0 issues closed within last 30 days.	0 issues are open where I am POC and/or Accountable Mgr/Person.
0 issues past expected closure date.	0 assessment/review issues entered in last 30 days where I am Accountable Mgr/Person and/or POC.
0 issues coming due for closure in next 30 days.	
All Finding, Priority 1 issues are closed.	
4 Finding, Priority 2 issues are open.	
0 assessment/review issues entered in last 30 days.	
1 walkthrough issue entered in last 30 days.	
Action Status	
No overdue actions.	No overdue actions where you are POC and/or Accountable Mgr/Person.
No open and on-schedule actions.	No open actions where you are POC and/or Accountable Mgr/Person.
No actions are due within next 30 days.	
Walkthrough Status	

Personal Homepage

The ability to personalize your ORION Homepage: A snapshot of your organization's assessments and walkthroughs and your status as an assessor, POC, and/or manager.

Your ORION homepage has summary information you need to track and trend your organizations data. To get yourself set up to receive the full benefit of the ORION system you must first perform a few preliminary actions. Below is the ORION homepage that has been set to show information for TJSO:

ORION

Home New View/Edit Reports Calendars Locate Help

Useful Links | Security & Privacy | Contact System Administrator

View/Edit My Profile
IAS Reports
IAS Management Rollup
Monthly Trend Charts
Administration

USER INFORMATION
User: MICHAEL STERLING
of Logins Today: 4
My Activity Log for Today: 0
Today's Date: Friday, October 12, 2007

How to set ORION as a trusted site

My Status

TJSO	Michael Sterling
Assessment/Review Status	
13 assessments/reviews have passed their finish date and need to be updated. 0 assessments/reviews are scheduled within next 30 days. 0 assessments/reviews are scheduled to finish within next 30 days.	0 assessments/reviews led this month. 0 assessments/reviews participated in this month. 0 assessments/reviews scheduled to lead within next 30 days. 0 assessments/reviews I'm leading scheduled to finish within next 30 days.
Issue Status	
0 issues closed within last 30 days. 0 issues past expected closure date. 0 issues coming due for closure in next 30 days. All Finding, Priority 1 issues are closed. 4 Finding, Priority 2 issues are open. 0 assessment/review issues entered in last 30 days. 1 walkthrough issue entered in last 30 days.	0 issues are open where I am POC and/or Accountable Mgr/Person. 0 assessment/review issues entered in last 30 days where I am Accountable Mgr/Person and/or POC.
Action Status	
No overdue actions. No open and on-schedule actions. No actions are due within next 30 days.	No overdue actions where you are POC and/or Accountable Mgr/Person. No open actions where you are POC and/or Accountable Mgr/Person.
Walkthrough Status	
6 walkthroughs completed in last 30 days.	1 walkthrough completed in last 30 days.
Assessment Lessons Learned Status	
No lessons learned entered on assessments or issues mgmt in the last 30 days. 5 lessons learned on assessments or issues mgmt.	

Setting your ORION Homepage is as easy as "1, 2, 3"

1. Click "View/Edit My Profile"
2. Fill in your role and organization info
3. Tell ORION what you are interested in

NOTE: Don't forget to click the "Save Edit" button when you are finished. Then refresh the homepage by hitting the "F5" key on the keyboard.

Select all roles that apply to you:

Facility Representative, SME, SSO
 Program/Project Manager
 Manager, Team Leader
 Other

Save Edit

What sponsoring office applies to you?
TJSO

Which organization are you associated with?
TJSO

Which site are you MOST associated with?
TJNAF

What project applies to you?

Would you like to receive email alerts when changes (e.g. Saves or Edits) are made to the IAS?
 No Yes

Please choose which IAS updates you want to receive:

My Office
 My Site
 My Org
 I'm POC
 I'm Team Lead or Team Member
 All

Would you like to receive email notification reports?
 No Yes

What frequency would you like to receive the reports?
 Not Applicable
 Weekly
 Bi-Weekly
 Monthly
 Bi-Monthly
 Quarterly

Select all notifications that you would like to receive: (Hold Down the CTRL key to select more than one)

Overdue Actions
Reviews that Need Updating
Reviews Starting in Next 30 Days by Team Lead
Reviews Starting in Next 30 Days by Team Member
Reviews Starting in Next 30 Days by Org

Auto-Notification from ORION

Step 3 above tells ORION that you want email notifications on the selections you made in the "View/Edit My Profile" screen. ORION can send you an email weekly to quarterly telling you all you wish to know about your ORION entries. This feature provides a convenient reminder to help users stay in touch with status information.

The following is an example of the ORION email notification system:

Date: Tuesday			
	orion@oro.doe.gov	Overdue Actions for Point Of Contact - ORION Auto-Notification	Tue 10/9/2007 8:12 AM
	orion@oro.doe.gov	Overdue Actions for Responsible Person - ORION Auto-Notification	Tue 10/9/2007 8:12 AM
	orion@oro.doe.gov	ORO - All Open Finding, Priority 1 Issues - ORION Auto-Notification	Tue 10/9/2007 8:12 AM
	orion@oro.doe.gov	ORO - All Open Finding, Priority 2 Issues - ORION Auto-Notification	Tue 10/9/2007 8:12 AM
	orion@oro.doe.gov	ORO - All Overdue Actions - ORION Auto-Notification	Tue 10/9/2007 8:12 AM
	orion@oro.doe.gov	ORO - All Reviews that Need Updating - ORION Auto-Notification	Tue 10/9/2007 8:12 AM
	orion@oro.doe.gov	ORO - All On Schedule Actions - ORION Auto-Notification	Tue 10/9/2007 8:12 AM
	orion@oro.doe.gov	Open Issues for Point of Contact - ORION Auto-Notification	Tue 10/9/2007 8:12 AM
	orion@oro.doe.gov	Walkthroughs Completed this Month - ORION Auto-Notification	Tue 10/9/2007 8:12 AM
	orion@oro.doe.gov	Lessons Learned Entered in the Last 30 Days - ORION Auto-Notification	Tue 10/9/2007 8:12 AM

Not only will ORION help the user stay on track with their commitments (above), but it will also send you emails when there are new entries to the SC-IAS or any other schedules you wish to keep up-to-date with (below). Below is an example of ORION email notifications sent out after edits were made to assessments on the SC-IAS:

Date: Last Week				
	orion@oro.doe.gov	All IAS Changes - ORION Auto-Notification	Fri 10/5/2007 9:25 AM	7 KB
	orion@oro.doe.gov	All IAS Changes - ORION Auto-Notification	Thu 10/4/2007 11:39 AM	7 KB
	orion@oro.doe.gov	All IAS Changes - ORION Auto-Notification	Wed 10/3/2007 4:16 PM	8 KB
	orion@oro.doe.gov	All IAS Changes - ORION Auto-Notification	Wed 10/3/2007 4:13 PM	9 KB
	orion@oro.doe.gov	All IAS Changes - ORION Auto-Notification	Wed 10/3/2007 4:07 PM	7 KB
	orion@oro.doe.gov	All IAS Changes - ORION Auto-Notification	Wed 10/3/2007 4:03 PM	8 KB
	orion@oro.doe.gov	All IAS Changes - ORION Auto-Notification	Wed 10/3/2007 1:46 PM	8 KB

All IAS Changes - ORION Auto-Notification

orion@oro.doe.gov

To: Sterling, Michael A

IAS Edits/Changes for REV-MJS-11-29-2006-9858 on 10/3/2007				
Change Date	Changed By	Field	Old Value	New Value
10/3/2007 1:45:30 PM	Michael Sterling	Site		BNL
10/3/2007 1:45:30 PM	Michael Sterling	Actual Finish Date		6/15/2007
10/3/2007 1:45:30 PM	Michael Sterling	Assessment Category		Independent
10/3/2007 1:45:30 PM	Michael Sterling	Actual Start Date		6/15/2007
10/3/2007 1:45:30 PM	Michael Sterling	Completed?	No	Yes

This email was generated automatically by [ORION](#). Please do not reply to this email.

If you do not wish to receive this email in the future, please update your profile in [ORION](#).

In this example the ORION email notification contains a table showing the changes made to an assessment on the SC-IAS. The user knows as soon as the assessment is edited and saved. Here it appears that an assessment has been marked complete with a date of completion 6/15/2007.

Search and Locate

The ORION Locate Feature: *search the database whether you know the identification number or not!*

ORION has the capability to perform a text search. Example: you need to edit a walkthrough you entered and you can't remember the walkthrough ID#. Simply search for a keyword/phrase that is applicable to your walkthrough.

Home New View/Edit Reports Calendars **Locate** Help

Useful Links | Security & Privacy | Contact System Administrator

Find Record
Word/Phrase Search

User: MICHAEL STERLING
of Logins Today: 4
My Activity Log for Today: 0
Today's Date: Friday, October 12, 2007

How to set ORION as a trusted site

View/Edit My Profile
IAS Reports
IAS Management Rollup
Monthly Trend Charts
Administration

Please enter the following information you would like to search for. Please note that searches across "All" categories will take slightly longer than other searches.

Category to Search: Assessments/Reviews [Search]

Search Text: []

Exact Matches Only

My Status

TJSO	Michael Sterling
Assessment/Review Status	
<p>13 assessments/reviews have passed their finish date and need to be updated.</p> <p>0 assessments/reviews are scheduled within next 30 days.</p> <p>0 assessments/reviews are scheduled to finish within next 30 days.</p>	<p>0 assessments/reviews led this month.</p> <p>0 assessments/reviews participated in this month.</p> <p>0 assessments/reviews scheduled to lead within next 30 days.</p> <p>0 assessments/reviews I'm leading scheduled to finish within next 30 days.</p>
Issue Status	
<p>0 issues closed within last 30 days.</p> <p>0 issues past expected closure date.</p> <p>0 issues coming due for closure in next 30 days.</p> <p>All Finding, Priority 1 issues are closed.</p> <p>4 Finding, Priority 2 issues are open.</p> <p>0 assessment/review issues entered in last 30 days.</p> <p>1 walkthrough issue entered in last 30 days.</p>	<p>0 issues are open where I am POC and/or Accountable Mgr/Person.</p> <p>0 assessment/review issues entered in last 30 days where I am Accountable Mgr/Person and/or POC.</p>
Action Status	
<p>No overdue actions.</p> <p>No open and on-schedule actions.</p> <p>No actions are due within next 30 days.</p>	<p>No overdue actions where you are POC and/or Accountable Mgr/Person.</p> <p>No open actions where you are POC and/or Accountable Mgr/Person.</p>
Walkthrough Status	
6 walkthroughs completed in last 30 days.	1 walkthrough completed in last 30 days.
Assessment Lessons Learned Status	
<p>No lessons learned entered on assessments or issues mgmt in the last 30 days.</p> <p>5 lessons learned on assessments or issues mgmt.</p>	

Please enter the following information you would like to search for. Please note that searches across "All" categories will take slightly longer than other searches.

Category to Search: Walkthroughs [Search]

Search Text: WICS

Exact Matches Only

1 records found. This search took 0.07 seconds.

	ID #	Category	Subject	Percent
View/Edit	WALK-4TP-9/21/2007-40889	Walkthroughs	Waste Inventory Control System (WICS) Familiarization Walkthrough of the TWPC Contact Handled (CH) Waste Storage Facility	100%
1				

Example:

Above is a search performed on all walkthroughs that contain the acronym "WICS". ORION quickly searches all entry fields for WICS. When ORION finds the walkthrough it lists it in a table for you to view. To view/edit the walkthrough simply click the "View/Edit" button for access.

Enter a New Walkthrough

ORION user friendly creation layout “New”: *an intuitive form for creating assessments, walkthroughs, corrective actions, and issues.*

To create a new walkthrough simply input the following fields and click Save. User information, date and walkthrough ID# are automatically generated for you.

The screenshot displays the ORION software interface. The top navigation bar includes 'Home', 'New', 'View/Edit', 'Reports', 'Calendars', 'Locate', and 'Help'. A dropdown menu is open under 'New', with 'Walkthrough' selected. The main content area is titled 'Walkthrough: Entry Screen' and contains the following fields:

- Walkthrough #:** WALK-MSV-10/12/2007-80873
- Date of Event*:** [Empty]
- Site*:** TJNAF
- Org*:** TJSO
- Assessor*:** Abbott, Kim
- Contractor*:** [Empty]
- Project:** [Empty]
- Sub Project:** [Empty]
- Functional Area:** [Empty]
- Sub Area:** [Empty]
- DOE Program Manager:** [Empty]
- Date Entered:** 10/12/2007
- Entered By:** Michael Sterling
- Trend Team Validated:** [Empty]
- Subject/Activity/Title*:** Example Walkthrough
- Description (Summary of activity/work observed):** [Empty]
- Any issues observed?:** No
- Select Issue Type to add:** P3 (Trend Only), P2, P1, Proficiency
- Issues associated with this walkthrough:** 0

At the bottom of the form, there are buttons for 'Save', 'Add Attach', 'Copy Walkthrough', 'History', 'Report', 'Add Lesson', and 'Email'.

Add a P3 Issue to a Walkthrough

To add an issue to a walkthrough you must have the browser's pop-up blocker turned off (described on page 3). After entering in the Walkthrough information click the "Save Edit" button making sure that the "Any Issues observed?" dropdown box contains a "Yes" (as shown below). **Note: you must save the Walkthrough information before you can add the issue information.** Now, that you have saved the walkthrough add a P3 issue by clicking next to "P3 (Trend Only)" below "Select Issue Type to add" (circled red below)? The moment you click the P3 circle the form named "Priority 3 Finding Short Form" will appear as a pop-up (shown below, right). Fill in the applicable information and click the "Save" button.

The image consists of two screenshots from the ORION v3 web application. The left screenshot shows the "Walkthrough: Entry Screen" with a red circle around the "P3 (Trend Only)" radio button under the "Select Issue Type to add" section. The right screenshot shows the "Priority 3 Finding Short Form" pop-up window, which is a "Microsoft Internet Explorer" window titled "AddIssueP3.aspx". A red arrow points from the circled button in the left screenshot to the pop-up form in the right screenshot. The pop-up form contains fields for "Date of Event", "Walkthrough ID", "P3 Finding ID", a list of functional areas, a description field, and an "ISM Function" dropdown. At the bottom of the pop-up are buttons for "Email", "Print", "Attach", "Report", "Add More", and "Save".

Click P3 for pop-up form

View/Edit your New Walkthrough

ORION "View/Edit" feature: Now that you have created the walkthrough you can use this feature to easily view and edit the information you input at anytime and as many times as you like.

The screenshot shows the ORION software interface. The top navigation bar includes 'Home', 'New', 'View/Edit', 'Reports', 'Calendars', 'Locate', and 'Help'. The 'View/Edit' menu is open, showing options like 'Assessment/Review Issue', 'Corrective Action', 'Walkthrough', 'Lessons Learned', 'Facilities List', 'Project List', and 'Facilities Mgmt Team'. A green arrow points from the 'Walkthrough' menu item to a detailed 'Walkthroughs' view window.

The 'Walkthroughs' view window has a title bar 'Walkthroughs' and a subtitle 'Standard Views for Walkthroughs'. It includes a search filter section with the following fields:

- Site: TJNAF
- Organization: TJSO
- Facility: (empty)
- Assessor: (empty)
- Completed Between: Start: 1/1/2007, Finish: 9/30/2007

Below the search filters, there is a 'View' button and a 'Printer Friendly Version' button. A 'Save' button is also present for saving the view configuration.

The main content area of the 'Walkthroughs' view is a table with the following data:

	Walkthrough #	Subject	Completed	Site	Facility	Lead Org	Assessor
View/Edit	WALK-CJB-5/18/2007-33796	Status of the fall protection corrective actions from the August 28-31 Assistance Visit on Control of Hazardous Energy - Lockout Tagout and Fall Protection at Thomas Jefferson National Laboratory	5/18/2006	TJNAF		TJSO	Craven, James
View/Edit	WALK-CJB-5/18/2007-95645	Evaluate Status corrective actions from the Hoisting and Rigging Incident Investigation Report from the tool box drop October 24, 2006	5/18/2007	TJNAF		TJSO	Craven, James
View/Edit	WALK-QA7-4/17/2007-13105	Oxygen Deficient Hazards	4/17/2006	TJNAF		TJSO	Takacs, Tony
View/Edit	WALK-QA7-4/18/2007-66959	Confined Space Review	4/18/2007	TJNAF		TJSO	Takacs, Tony
View/Edit	WALK-QA7-4/18/2007-85547	Follow Up on Incident Investigation Report Nitrogen Gas Release in Test Lab QA Room on June 3-5, 2006 Follow Up Actions	4/18/2007	TJNAF		TJSO	Takacs, Tony
View/Edit	WALK-QA7-8/2/2007-89063	Ergonomics	8/2/2007	TJNAF		TJSO	Takacs, Tony

Enter a New Assessment

ORION user friendly creation layout “New”: *an intuitive form for creating assessments, walkthroughs, corrective actions, and issues.*

To create a new assessment simply input the following fields and click Save. User information, date and assessment ID# are automatically generated for you.

The screenshot displays the ORION system interface. At the top, there is a navigation menu with options: Home, New, View/Edit, Reports, Calendars, Locate, and Help. Below the menu, a dropdown menu is open, showing options: Assessment/Review, Walkthrough, Lessons Learned, Facilities Mgmt Team, Monthly Trend Charts, and Administration. An arrow points from the 'Assessment/Review' option to the main data entry screen.

The main data entry screen is titled "ASSESSMENT/REVIEW DATA ENTRY SCREEN" and contains the following information:

- Navigation:** Home, New, View/Edit, Reports, Calendars, Locate, Help.
- User Information:** User: MICHAEL STERLING, # of Logins Today: 20, My Activity Log for Today: Z, Today's Date: Friday, October 12, 2007.
- Instructions:** Please enter the following information related to the assessment/review (Fields in red are required).
- Buttons:** Save, Add Attachments, Add Lesson, Copy Assessment, History, Printable, Email, Review & All Associated Items.
- Form Fields:**
 - Review #: REV-MSV-10/12/2007-93115
 - Organization Performing the Review*: TJSO
 - Office*: TJSO
 - Subject/Title* (Scope of Review): [Empty text area]
 - Planned Start Date*: [Empty field]
 - Actual Start Date: [Empty field]
 - Add Issue? (*Review must be complete before adding issues.): P3 (Trend Only) P2 P1 Proficiency
 - Status Completed?: No
 - Is this review part of the Site Integrated Assessment Schedule?: No
 - Point of Contact*: [Empty dropdown]
 - Organization Being Reviewed*: TJSO
 - Site/Plant: TJNAF
 - Justification for Date Change: (Required for IAS Reviews, Optional for Other Review Types): [Empty text area]
 - Planned Finish Date*: [Empty field]
 - Actual Finish Date: [Empty field]
 - Issues associated with this Review. (Click the number to the left to view issues): 0
 - Driver: [Empty field]
 - Type of Review: [Empty dropdown]
 - Assessment Category: Independent
 - Trend Team Validated: [Empty field]

View/Edit your New Assessment

ORION "View/Edit" feature: Now that you have created the assessment you can use this feature to easily view and edit the information you input at anytime and as many times as you like.

The screenshot shows the ORION web application interface. At the top, there is a navigation menu with options: Home, New, View/Edit, Reports, Calendars, Locate, and Help. A dropdown menu is open under 'View/Edit', listing options: Assessment/Review, Issue, Corrective Action, Walkthrough, Lessons Learned, Facilities List, Project List, and Facilities Mgmt Team. A green arrow points from the 'Assessment/Review' option in the dropdown to the 'Assessments/Reviews' page.

The 'Assessments/Reviews' page features a header with the ORION logo and navigation links. Below the header, there is a section for 'Standard Views for Assessments/Reviews' with a dropdown menu set to 'View Open Reviews Only' and a 'Set as Default' button. A 'Filtered Search for Assessments/Reviews' section includes dropdown menus for 'Site' (TJNAF), 'Organization Reviewed' (TJJO), and 'Completed?' (Yes). There are also input fields for 'Point of Contact' and 'Between Start' and 'Finish' dates. Below the search filters, there is a 'View' button and a 'Printer Friendly Version' link. A 'Save this view under the following name:' field with a 'Save' button is also present.

The main content area displays a table of assessments:

	Review #	Subject	Planned Start	Planned Finish	Completed?	Site	Org Reviewed	POC
View/Edit	REV-4TP-11/6/2006-49109	FPD 12GeV Project Status Review	12/1/2006	1/1/2007	Yes	TJNAF	TJJO	May, Joe
View/Edit	REV-4TP-8/29/2006-23918	Business Administration Enclave	5/7/2007	5/8/2007	Yes	TJNAF	TJJO	Bethea, Andre
View/Edit	REV-4TP-8/29/2006-38216	Vulnerability Scanning Management	1/12/2007	1/17/2007	Yes	TJNAF	TJJO	Bethea, Andre
View/Edit	REV-N3B-8/30/2006-3551	NFPA 70E Compliance	6/18/2007	6/22/2007	Yes	TJNAF	TJJO	Neilson, Steve
View/Edit	REV-N3B-8/30/2006-64154	Comprehensive Financial Management System Baseline Review	1/2/2007	7/31/2007	Yes	TJNAF	TJJO	Payne, Jeffrey
View/Edit	REV-N3B-8/31/2006-58171	12GeV Mini-Project Review	12/1/2006	12/31/2006	Yes	TJNAF	TJJO	May, Joe
View/Edit	REV-QZP-8/25/2006-99983	ISA - A-123 Validation Review	7/1/2007	8/31/2007	Yes	TJNAF	TJJO	Reed, Tom
View/Edit	REV-SVF-2/5/2007-74928	TJJO ISMS Self Assessment	3/20/2007	3/23/2007	Yes	TJNAF	TJJO	Neilson, Steve
View/Edit	REV-SVF-2/5/2007-83288	Directed Review of JLAB ISMS Self Assessments	3/20/2007	3/22/2007	Yes	TJNAF	TJJO	Neilson, Steve

The ORION Calendar of Assessments

One often used feature in ORION is the assessment calendar interface. This feature allows the user to view a monthly calendar which is populated with all the assessments for their respective organization. Each day of the month contains an assessment that is being conducted by your organization. Click on the date and below the calendar the link to the assessment report is shown. ORION users have found this feature very helpful in managing their assessment, action, and walkthrough schedules.

My Status

TJSO

Assessment/Review

13 assessments/reviews have passed their finish date and need to be updated.
 0 assessments/reviews are scheduled within next 30 days.
 0 assessments/reviews are scheduled to finish within next 30 days.

Issue Status

0 issues closed within last 30 days.
 0 issues past expected closure date.
 0 issues coming due for closure in next 30 days.
 All Finding, Priority 1 issues are closed.
 4 Finding, Priority 2 issues are open.
 0 assessment/review issues entered in last 30 days.
 1 walkthrough issue entered in last 30 days.

Action Status

No overdue actions.
 No open and on-schedule actions.
 No actions are due within next 30 days.

Walkthrough Status

6 walkthroughs completed in last 30 days.
 1 walkthroughs entered in last 30 days.

Assessment Lessons Learned

No lessons learned entered on assessments or issues mgmt in the last 30 days.
 5 lessons learned on assessments or issues mgmt.

Assessment Calendar

3 reviews of TJSO scheduled for 10/12/2007.

Go to Date:

The following filters are available for the assessment calendar.

Org. Performing the Review:

Org. Being Reviewed: TJSO

October 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1 IG Review of Conferences Sponsored by Office of Science Material Handling & Rigging Energy Management Performance JSA - Biennial Review of Prices Charged for Materials and Services	2 IG Review of Conferences Sponsored by Office of Science Material Handling & Rigging Energy Management Performance JSA - Biennial Review of Prices Charged for Materials and Services	3 IG Review of Conferences Sponsored by Office of Science Material Handling & Rigging Energy Management Performance JSA - Biennial Review of Prices Charged for Materials and Services	4 IG Review of Conferences Sponsored by Office of Science Material Handling & Rigging Energy Management Performance JSA - Biennial Review of Prices Charged for Materials and Services	5 IG Review of Conferences Sponsored by Office of Science Material Handling & Rigging Energy Management Performance JSA - Biennial Review of Prices Charged for Materials and Services	6
7	8 IG Review of Conferences Sponsored by Office of Science Energy Management Performance JSA - Biennial Review of Prices Charged for Materials and Services	9 IG Review of Conferences Sponsored by Office of Science Energy Management Performance JSA - Biennial Review of Prices Charged for Materials and Services	10 IG Review of Conferences Sponsored by Office of Science Energy Management Performance JSA - Biennial Review of Prices Charged for Materials and Services	11 IG Review of Conferences Sponsored by Office of Science Energy Management Performance JSA - Biennial Review of Prices Charged for Materials and Services	12 IG Review of Conferences Sponsored by Office of Science Energy Management Performance JSA - Biennial Review of Prices Charged for Materials and Services	13
14	15 IG Review of Conferences Sponsored by Office of Science Energy Management Performance JSA - Biennial Review of Prices Charged for Materials and Services	16 IG Review of Conferences Sponsored by Office of Science Energy Management Performance JSA - Biennial Review of Prices Charged for Materials and Services	17 IG Review of Conferences Sponsored by Office of Science Energy Management Performance JSA - Biennial Review of Prices Charged for Materials and Services	18 IG Review of Conferences Sponsored by Office of Science Energy Management Performance JSA - Biennial Review of Prices Charged for Materials and Services	19 IG Review of Conferences Sponsored by Office of Science Energy Management Performance JSA - Biennial Review of Prices Charged for Materials and Services	20

Integrated Assessment Schedule "IAS Reports"

Click here and you can view the IAS for Science, Site-specific, and organization level. Just enter in the dates and office you are interested in and click the button. ORION allows the user to view assessments performed by their organization and assessment being performed on their

The screenshot displays the ORION web application interface. At the top, there is a navigation menu with options: Home, New, View/Edit, Reports, Calendars, Locate, and Help. Below the menu, a sidebar on the left contains a navigation tree with items like 'View/Edit My Profile', 'IAS Reports', 'IAS Management Rollup', 'Monthly Trend Charts', and 'Administration'. The main content area is divided into several sections:

- My Status:** Shows user information for Michael Sterling (TJSO) and an 'Assessment/Review Status' section with counts for assessments passed, scheduled, and closed.
- Issue Status:** Displays counts for issues closed, open, and due for closure.
- Action Status:** Shows the number of overdue and on-schedule actions.
- Walkthrough Status:** Reports on completed walkthroughs.
- Assessment Lessons Learned Status:** Shows the number of lessons learned.

A large green box highlights the 'SC-IAS Reports' section, which contains several report cards:

- SC-IAS Reports:** Includes reports for 'SC IAS Wall Chart - Field Reviews Only', '* SC Integrated Assessment Schedule', and 'FY08-10 SC Integrated Assessment Schedule'.
- Site IAS Reports:** Includes reports for '* Site Integrated Assessment Schedule' and 'Site Integrated Assessment Schedule (IAS Reviews performed on the organization - includes SC-IAS)'.
- Organizational Assessment Reports:** Includes reports for '* FY Schedule of All Assessments by Month' and '* IAS Levels & User-selected date range'.

Each report card typically includes fields for 'Start', 'Finish', 'Office', and 'Fiscal Year', along with a color-coded icon and a brief description of the report's content.

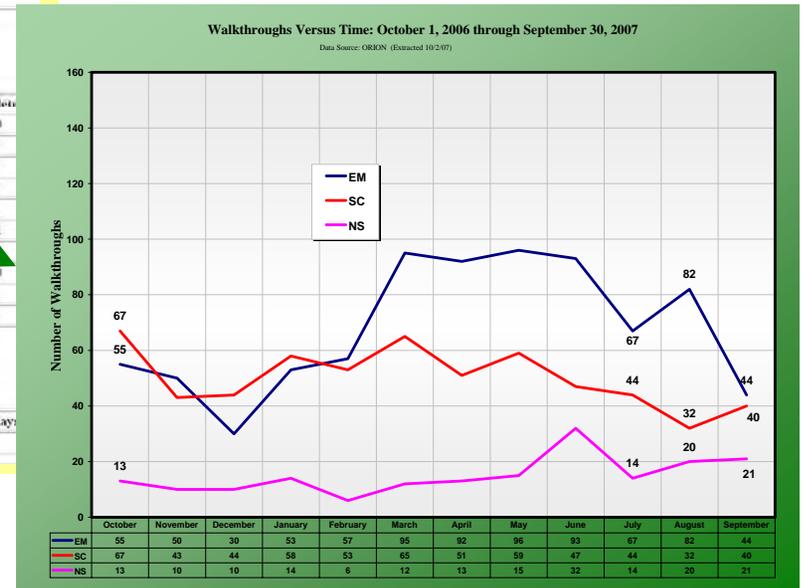
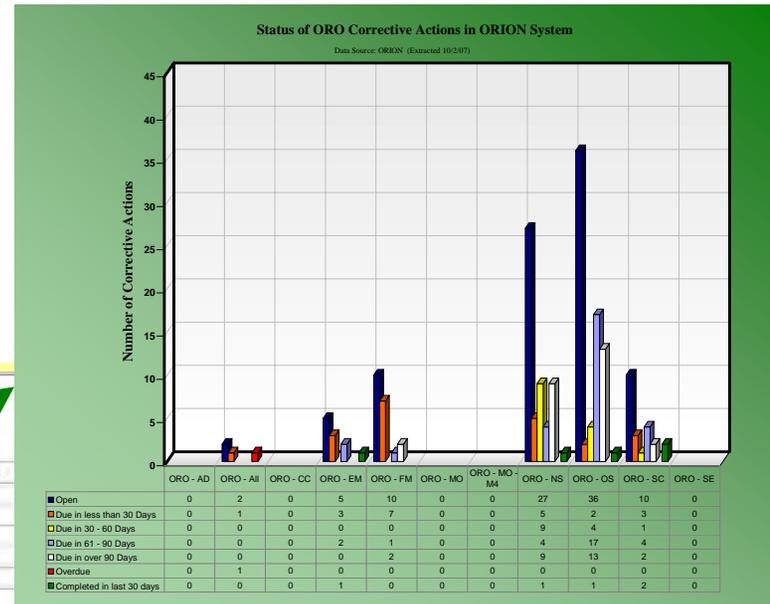
Trending Capabilities

ORION data is stored on a server based database which can be easily extracted for trending purposes. At anytime you can take a “snapshot” of how your organization is performing. Below you can see some of the data from ORO that has been set up as a special report (not viewable to general user). This feature allows the organization to quickly view the data from which many trending opportunities are available. The graphs show recent trending charts used in ORO’s quarterly trending report.

The screenshot shows the ORION web interface. The top navigation bar includes Home, New, View/Edit, Reports, Calendars, Locate, and Help. A dropdown menu is open under Reports, listing various report types. The main content area displays 'Assessment/Review Status' with summary statistics and a table of 'NS Findings by Apparent Cause'.

Apparent Cause	YTD FY 2007 Count	FY 2006 Count
Communications LTA	0	22
Deno/Engineering Problem	0	0
Equipment/Material Problem	2	1
Human Performance LTA	12	11
Management Problem	5	26
Other	0	0
Training Deficiency	3	6

Organization	Total	Due in less than 30 Days	Due in 30 - 60 Days	Due in 61 - 90 Days	Due in over 90 days	Overdue	Completed
ORO - AD	16	0	0	0	0	6	10
ORO - EM	8	0	0	0	0	1	7
ORO - FM	18	0	0	0	0	11	7
ORO - MO - M5	5	0	0	0	0	2	3
ORO - MO - M6	1	0	0	0	0	0	1
ORO - NS	11	0	0	0	0	0	11
ORO - OS	8	0	0	0	0	0	8
ORO - SC	16	0	0	0	0	6	10
ORO - SE	2	0	0	0	0	1	1
Independent	3	0	0	0	0	0	3



Currently set for ORO but can be easily adjusted for other SC sites.

Custom Reports designed with your facility in mind

Given that ORION is a unique and dynamic program it can be tailored to fit any organizations needs. ORO facility representatives have taken advantage of ORION's customization capabilities. In the following example a you can see the entry form (Draft) on the left for the facility representative report which can be saved and reopened at the user's discretion. To the right you can see the finished report that can be emailed or printed for monthly oversight purposes. The yellow indicates entry fields.

Facility Representative Monthly Report

Fac Rep Name: Stroud, Robert

Start (mm/dd/yyyy): 6/1/2007

Finish (mm/dd/yyyy): 6/30/2007

Report ID: FRR-509-7/10/2007-50840

Date Created: 7/10/2007

Created By: Robert Stroud

Report covers month: June and year: 2007

Report Title: FRR Monthly Report June 2007

Percent (%) Time in Field (Goal, Greater Than 40 %): 45

Percent (%) Time Spent on Oversight Activities (Goal, Greater Than 65 %): 65

List/Describe Oversight Activities

Walkthroughs and/or Assessments Activities and Issues (Read Only)

List/Describe Issues and/or Concerns

Meetings Attended: (Date Time and Meeting Topic)

Documents Reviewed: (Number and Title)

Training Attended: None

Email Distribution: Jackson, Dean

Report ID: FRR-509-7/10/2007-50840

Report Created: 7/10/2007

Entered By: Robert Stroud

Status: Draft Final

Facility Representative Monthly Report - June 2007

Fac Rep: Bailey, William

Report Date: 10/11/2007

Report Month and Year: June 2007

Status: Final

Percent (%) Time in Field: 25

Percent (%) Time Spent on Oversight Activities: 35

Oversight Activities: Supported Procurement & Contracts Division
-Served as an EM representative on a Source Evaluation Board (SEB)

Issues/Concerns: 1-BJC has completed changes to the Vent and Sample (V&S) ALARA Review and RWP removing the CAAM requirement, and associated equipment. See ORION Issue (ISS-M72-6/12/2007-65325)

Walkthroughs/Assessments (Performed or Attended):

Meetings Attended: -Procurement & Contract Division (P&CD) Meetings
-BJC/WESKEM Plan of the Day (POD) Meetings

Occurrence Reports Reviewed: None

Documents Reviewed: Work Packages:
MVSWSF's DSA and TSR, CFRs, and DOE Orders
WP06-LWX 236S Move CH-TRU Containers from WESKEM to Foster Wheeler L7B082
WP06-LWX 238KKK Moved Purged Drums between Drum Processing Area and 7879
WP6-LWX238 Rev. 3
WP06-LWX 238LLL Moved Purged Drums between Drum Processing Area and 7879
WP6-LWX238 Rev. 3
WP07-LWX 377 Received MW Containers from Energy Solutions and Take to Storage at 7654
WP06-LWX 238MMM Moved Purged Drums between Drum Processing Area and 7879
WP6-LWX238 Rev. 3
WP07-LWX 375 Pick-up UTB-LLW and Transport to ETPP

Training Attended: None

Email Distribution: Jackson, Dean

Report ID: FRR-Q9E-7/11/2007-69887

Report Created: 7/11/2007

Entered By: William Bailey

Status: Draft Final

To edit a report, you must select "Draft" status.

Email Add Attach History

EXAMPLE Integrated Assessment Schedule (IAS) List of ORION and SMART Functional Areas and Subareas

- **Business Operations**
Administration
Financial Management
Human Resources
Procurement & Contract Mgmt
Small Business
- **Conduct of Operations**
Communications
Control Area Activities
Control of Equipment and System Status
Control of On-Shift Training
Equipment and Piping Labeling
Independent Verification
Investigation of Abnormal Events
Lockouts and Tagouts
Logkeeping
Notifications
Operations Aspects of Facility Chemistry
Operations Organization and Admin.
Operations Procedures
Operations Turnover
Operator Aid Postings
Required Reading
Shift Routines and Operating Practices
Timely Orders to Operators
- **Configuration Management**
- **Diversity Programs**
- **Emergency Management**
- **Engineering**
- **ES&H - Accelerator Safety Basis**
- **ES&H - Criticality Safety**
- **ES&H - Environmental – Environmental Compliance**
Air Effluent Management
Water Effluent Management
Environmental Monitoring
NEPA
Environmental Management Systems
Toxic Substances Management
Green Buildings & Sustainable Design
- **ES&H – Environmental – Waste Management**
Hazardous Waste Management
Radioactive Waste Management
Solid Waste Management & Pollution Prevention
Energy & Water Usage Management
Affirmative Procurement
- **ES&H - Fire Protection**
Fire Department/Emergency Response
Fire Suppression/Detection Systems
Hazards Identification and Control
Inspection, Testing and Maintenance
Life Safety/Facility Egress
Fire Hazards Analysis
- **ES&H - Industrial Hygiene**
Biohazards
Bloodborne Pathogens
Chemical Safety
Confined Space
Ergonomics
Eyewash/Eyewash Station
Hazard Communication
HAZWOPER
Laboratory Standard
Laser Safety
Noise/Hearing Conservation
Nonionizing Radiation
Occupational Health/Medicine
Respiratory Protection
Thermal Stresses
Toxic and Hazardous Substances
Ventilation/Local Exhaust
- **ES&H - Construction & Industrial Safety**
Compressed Gases
Electrical
Excavation/Trenching
Fall Protection
Hand and Power Tools
- **ES&H - Nuclear Safety Basis**
- **ES&H - Radiation Protection**
Contamination Control
Entry Control
Plans & Procedures
Records & Reports
Sealed Radioactive Source Control
Surveys
- **Information Technology (IT)**
Cyber Security
- **ISM (General)**
- **Maintenance**
- **Packaging and Transportation**
- **Project Management**
- **Property Management**
- **Quality Assurance**
Program
Personnel Training & Qualification
Quality Improvement
Documents & Records
Work Processes
Design
Procurement
Inspection & Acceptance
Testing
Management Assessment
Independent Assessment
Safety Software Quality
Suspect/Counterfeit Items
- **Safeguards and Security/ISSM**

Note: This Exhibit includes example Functional Areas and Sub-areas for Use in (1) Identifying Functional Areas covered during assessments and walkthroughs and (2) Trending of Findings.

The list provides typical functional areas (in bold font) and further breakdown for some of the functional areas into sub-areas for use in describing what areas are covered in an assessment or walkthrough. The same list of functional areas/sub areas is also used for categorizing/trending of findings that may be identified during an assessment or walkthrough. (For example: an Operational Readiness Review (ORR) may cover several functional areas, such as conduct of operations, emergency management, maintenance, industrial safety, industrial hygiene, quality assurance, etc. Findings from the ORR would be in a particular functional area/sub area, such as: Industrial Safety- Hoisting and Rigging/Cranes. Another finding may be in Quality Assurance- Personnel Training & Qualification.)

In order to be effective, trend codes should be consistently applied, and the number of trend codes should be limited.

REQUIRED FORMS (2) TO OBTAIN ACCESS TO ORION

The forms provided on the following pages should be completed (complete yellow highlighted items) and returned for processing.

Responsibilities of Users of DOE-ORO Computer Facilities

Before you are granted access to centrally managed computer systems operated by the U.S. Department of Energy (DOE), Oak Ridge Operations (ORO), you must read and accept the following responsibilities:

1. My password for access to ORO unclassified computing resources is to be protected at the highest sensitivity of information to which it allows access or at a minimum, it is to be protected as "Official Use Only." I will not share my password with anyone or allow anyone to use my password to access computing resources. If I write my password down, I will protect the paper by properly securing it. If I suspect that my password has been compromised, I will initiate the appropriate steps to have a replacement password generated.
2. I will protect all information under my control or to which I am granted access. Information in my custody is a valuable company asset that should be protected according to its highest level of sensitivity regardless of its form (e.g., CRT, magnetic media, hardcopy, or printer ribbon).
3. I will use the computing resources, both internal systems and networks, and external network connections, for official business in support of my assigned duties. I will not use the computing resources in a manner which would constitute waste or fraud (such as playing games, downloading sexually explicit materials, sending personal e-mail, etc.) toward DOE, ORO, or any other government or commercial organization. I will not abuse the computing resources, nor will I use the resources to support any personal business or activities.
4. I will use only properly authorized and/or licensed software on computing resources to which I have access. I will not create or modify any software for the purpose of disrupting operations, circumventing security controls, or destroying or modifying data or programs without authorization. Also, I will not create or modify any software to provide unauthorized access to computing resources or to gain access to privileges, programs, data, passwords, or resources for which I am not authorized.

Acknowledgement Statement:

You are advised that there is no expectation of privacy of your activities on DOE ORO systems. DOE retains the right to monitor all activities on these systems, to access any computer files or mail messages, and to disclose all or part of information gained to authorized individuals or agencies, all without prior notice to, or consent from, any user, sender, or addressee. By your signature below and by using DOE ORO systems, you consent to permit access by DOE or another authorized investigative agency to any DOE computer you have used. This access by DOE or another authorized investigative agency is in effect during the period of your access to information on a DOE computer and remains in effect for a period of three years thereafter. Anyone using these systems acknowledges their consent to, and understanding of, these terms and conditions.

Name (Printed)

User ID

Signature

Date

Instructions for form:

Please read the responsibilities, complete the yellow highlighted information, and fax your completed form to John Murmann at FAX Number 865-576-3071.

Please also give John a call at 865-576-1820 or email at murmannj@oro.doe.gov to let him know your form has been sent so he can take it to ORO IT Services when it arrives.

FORM FOR DEPARTMENT OF ENERGY (DOE) EMPLOYEES, OTHER GOVERNMENT AGENCIES AND ORO GOVERNMENT CONTRACTORS REQUESTING ACCESS TO OAK RIDGE OPERATIONS (ORO) COMPUTING RESOURCES

A. NAME _____ B. PHONE _____ C. UID _____

D. BADGE NUMBER _____ E. SOC. SEC. NUMBER _____

F. ADDRESS:

DIVISION NAME _____ E-MAIL NAME _____

ROUTE SYMBOL/ORG. CODE _____ BRANCH NAME _____

BUILDING _____ MAIL STOP _____ ROOM _____

CITY _____ STATE _____ ZIP _____

G. EMPLOYER/CONTRACTOR: _____

H. CITIZENSHIP: USA _____ OTHER (SPECIFY) _____

I. CURRENT CLEARANCE LEVEL:

NONE _____ DOE Q _____ DOE L _____ OTHER US GOVERNMENT AGENCY (SPECIFY) _____

J. ACCESS REQUEST: I am requesting access to the following "UNCLASSIFIED" ORO information system resource(s):

1. DOEORO Domain 2. DOE Mail 3. ORO-PPP 4. DOE-VPN* (ORO Network, DOEnet Only)

5. Other (Specify) https://orion.oro.doe.gov

K. DATES ACCESS IS REQUIRED: Begin: 11/1/2006 End: none

APPLICANT RESPONSIBILITY STATEMENT

This access is required in the normal course of my employment or other association with Oak Ridge Operations. I agree to abide by all applicable Oak Ridge Operations procedures and regulations governing these Information System resources. I understand that the Information system(s) for which I am requesting access contain(s) information which is the property of the DOE, and that I will treat and protect such information in a manner consistent with its sensitivity and that none of this information will be disclosed to others or retained by me at the end of my employment or other association with Oak Ridge Operations. I also understand that I am responsible for the protection of such information while it is in my possession or control and that the release of said information may be a violation of Federal Laws.

Signature _____ Date _____

DOE/ORO DIVISION MANAGER OR CONTRACTING OFFICER REPRESENTATIVE STATEMENT

I have reviewed and concur with the request to access the Oak Ridge Operations information systems resource(s) for the individual named in Section A of this form.

Name: David Allen/Harold Monroe/Larry Kelly _____ Date _____
(type/print) Signature

DOE/ORO/IRMD AUTHORIZER STATEMENT

I have reviewed the request to access the Oak Ridge Operations Information Systems resource(s) for the individual named in Section A of this form and approve access to the AIS resources specified in Section J. This access is to be removed as of the end date in Section K.

Name _____ Date _____
(type/print) Signature

Instructions for form:

Please complete the yellow highlighted information and fax your completed form to John Murmann at 865-576-3071.

Please also give John a call at 865-576-1820 or email at murmannj@oro.doe.gov to let him know your form has been sent so he can get it processed when it arrives.