

FY 2024 Annual Performance Plan

Strategic Goal 1

Provide proactive and independent safety oversight of the defense nuclear complex.

Strategic Objective 1.1

Complete timely, high-quality safety reviews that identify and analyze safety issues and best practices, and search for similar challenges complex wide.

Performance Goals

1.1.1 — Prioritize and execute reviews to maximize impact on safety

1.1.2 — Conduct cross-cutting as well as site-specific reviews, identifying safety concerns and best practices in work products

Performance Measure	Target
1.1.1	
Align staff activities with strategic annual planning guidance.	Include and initiate three reviews in the DNFSB Work Plan that align with the strategic topic areas identified in the annual planning guidance.

Performance Measure 1.1.2	Target
Complete high priority reviews and demonstrate flexibility to address emerging issues.	<ul style="list-style-type: none"> • Complete nine safety reviews focused on DOE Environmental Management defense nuclear facilities. • Complete nine safety reviews focused on National Nuclear Security Administration defense nuclear facilities. • Complete three safety reviews that have broad applicability across the DOE defense nuclear complex, or at minimum affect more than one defense nuclear site. • Complete three reviews focused on DOE directives and standards. • Complete five safety reviews focused on defense nuclear complex infrastructure and projects, including new facilities and major modifications. • Document all emerging issues that require the addition of a staff review resulting in a workplan adjustment. • Ensure 90% of work products that represent completion of a review are provided to the Board within specified timeliness metrics.

Strategic Objective 1.2

Develop and issue advice and recommendations designed to ensure safety and employ best practices within the defense nuclear complex.

Performance Goals

1.2.1 — Provide objective, timely, technically accurate, and compelling information to the Department of Energy

1.2.2 — Ensure the Department of Energy has enhanced awareness of site-specific and complex-wide safety issues

Performance Measure 1.2.1	Target
Identify and include both site-specific and complex-wide safety concerns in products developed through routine oversight and reviews.	<ul style="list-style-type: none"> • Provide at least 20 pieces of written correspondence or safety information to be conveyed by other means to the Board for consideration for delivery to the Department of Energy. • Ensure at least three of the reports contain safety issues that have broad applicability across the DOE defense nuclear complex, or at minimum affect more than one defense nuclear site.

Performance Measure 1.2.2	Target
Share best practices with the Department of Energy.	Provide to the Board three written staff reports that contain safety best practices for consideration for delivery to the Department of Energy.

Strategic Objective 1.3

Provide robust field oversight of facilities and projects across the defense nuclear complex.

Performance Goals

- 1.3.1** — Identify site-specific safety challenges and analyze for commonalities across the complex
- 1.3.2** — Provide timely information to the Board, acting quickly on emerging issues

Performance Measure 1.3.1	Target
Sustain oversight presence at an appropriate level.	<ul style="list-style-type: none"> • Ensure on average, Resident Inspector positions are filled 80% of the time, including through permanent, detail, and temporary coverage. • Resident Inspectors will complete 80% of training within 12 months of onboarding. • Ensure for sites without Resident Inspectors, Cognizant Engineers visit the site quarterly, including through permanent, detail, and temporary coverage.

Performance Measure 1.3.2	Target
Share field experience is throughout the Board.	<ul style="list-style-type: none"> • Analyze at least five site-specific challenges for commonalities across the complex. • Develop and issue weekly Resident Inspector and monthly Cognizant Engineer reports 99% of the time.

Performance Measure 1.3.3	Target
Allegations about safety issues are reviewed and addressed as appropriate.	Ensure all safety allegations are reviewed and addressed as specified in the corresponding Operating Procedure and reported in aggregate to Congress and the public via the Annual Report.

Strategic Goal 2

Enhance transparency of ongoing agency initiatives and the state of safety within the defense nuclear complex.

Strategic Objective 2.1

Proactively sustain sound working relationships with relevant government and non-governmental entities.

Performance Goals

- 2.1.1** — Maintain effective communications with the Department of Energy at all organizational levels
- 2.1.2** — Maintain effective communications with Congress
- 2.1.3** — Maintain effective communications with relevant state, local, and Tribal governments
- 2.1.4** — Maintain effective communication with the public, including relevant advocacy groups and organizations

Performance Measure 2.1.1	Target
Board and senior staff engage with relevant senior DOE officials.	<ul style="list-style-type: none"> • Hold discussions with the Departmental Representative at least 45 times a year and provide summaries of information to the Board. • Hold discussions with headquarters DOE, Environmental Management, and National Nuclear Security Administration staff at least 55 times combined and provide summaries of information to the Board. • Hold at least two discussions with the Board and the Secretary and/or Deputy Secretary of Energy, and three discussions with the Board and each of the NNSA Administrator and Assistant Secretary (or equivalent) for Environmental Management on high priority nuclear safety topics.

Performance Measure 2.1.2	Target
Board and senior staff conduct periodic briefings to relevant congressional Members and committees.	Conduct outreach to congressional Members and committees on a quarterly basis on topics of interest relevant to the congressional Members and committees with an offer to provide briefings.

Performance Measure 2.1.3	Target
Board and senior staff conduct periodic outreach to the public, advocacy groups, and non-federal government entities.	<ul style="list-style-type: none"> • Conduct outreach at least annually to relevant state, local, and Tribal governments. • Promote advocacy group and public stakeholder awareness of nuclear safety oversight by broadcasting information via the agency website and social media channels. • Make presentations, deliver speeches, and participate in 5 external events.

Strategic Objective 2.2

Improve timely dissemination of information about the Board’s priorities and conclusions regarding the state of safety at defense nuclear facilities.

Performance Goals

2.2.1 — Improve transparency through timely posting of the agency’s communications and public engagement

2.2.2 — Ensure that the Board’s work products are made available to Congress through proactive outreach

Performance Measure 2.2.1	Target
Weekly / monthly / annual reports are timely published.	<ul style="list-style-type: none"> • Publish reports to Congress to the Board’s public website within one week of transmission to Congress. • Publish Resident Inspector weekly reports and Cognizant Engineer monthly reports to the Board’s public website within four weeks of finalization 90% of the time.

Performance Measure 2.2.2	Target
Routine conduct of business meetings, public hearings, or Board visits.	Collaboration among staff from all offices ensure Board public meetings, public hearings, or Board member site visits are conducted at least three times a year.

Performance Measure 2.2.3	Target
Timely notification to interested parties of press releases, public hearings, meetings, reports, and recommendations.	<ul style="list-style-type: none"> • Provide proactive notification to Congress for press releases, public hearings, public meetings, and recommendations. • Post notification of Board public hearings, public meetings, external briefings, and correspondence to the Board’s public website within one week of final clearance.

Strategic Goal 3

Develop and maintain an outstanding workforce to achieve the agency’s mission.

Strategic Objective 3.1

Cultivate an agile workforce with the skills necessary to meet the mission.

Performance Goals	<p>3.1.1 — Establish a multi-year, forward-looking staffing plan to inform budget requests</p> <p>3.1.2 — Hire well-qualified, motivated individuals to fill vacant positions and to enable effective succession planning</p> <p>3.1.3 — Ensure resilience in key functions in order to reduce mission vulnerabilities due to projected staff attrition</p>
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Performance Measure	Target
3.1.1	
Human Capital Plan that includes succession planning, workforce development, and career pathing, and values diverse talents.	Finalize agency Human Capital Plan (HCP) with Board Member approval and commence implementation according to HCP milestones.

Performance Measure	Target
3.1.2	
Workforce planning and hiring that supports the Human Capital Plan, budget development, and Board direction.	<ul style="list-style-type: none"> • Maintain staffing for FY 2024 at least at 90% (111 FTE) of the staffing level approved by the Board in the staffing plan (123 FTE). • Establish an internal staffing plan for FY 2025 with projections through FY 2028 that is aligned to planned budgets and the Human Capital Plan.

Strategic Objective 3.2

Use professional development and training to accomplish the mission efficiently and effectively.

Performance Goals	<p>3.2.1 — Establish career path options and encourage professional development tailored to employee goals</p> <p>3.2.2 — Provide new employees at all levels with resources needed to have an impact as soon as practicable upon entering the workforce</p>
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3.2.3 — Administer career management policies and practices consistently so that all employees have an equal opportunity for career advancement

Performance Measure 3.2.1	Target
Training and development identified and development plans established for employees.	Ensure at least 90% of DNFSB employees have established or updated their individual development plan by July 31, 2024.

Performance Measure 3.2.2	Target
Developmental opportunities for senior executives, supervisors, and staff	<ul style="list-style-type: none"> • Advertise at least two opportunities for staff development (e.g., long-term details or training opportunities). • Capture equal employment opportunity data related to employees selected to long-term detail opportunities or training opportunities.

Strategic Objective 3.3

Ensure the agency recruits from a diverse, qualified group of potential applicants to secure and maintain a high-performing workforce drawn from all segments of US society.

Performance Goals

3.3.1 — Establish, broaden, and/or strengthen relationships with organizations to be able to provide recruitment opportunities for women and other underrepresented minorities

3.3.2 — Improve outreach and recruitment activities to enhance outreach to diverse audiences

Performance Measure 3.3.1	Target
Diversity recruitment efforts enhanced through community organizations, institutions, or other groups	Maintain recruiting relationships (e.g., attend associated career fairs, share position openings) with at least three organizations that serve women and underrepresented minorities.

Performance Measure 3.3.2	Target
Enhance efforts to increase representation of persons with disabilities or targeted disabilities	Establish and publish on agency website, instructions for persons with targeted disabilities to submit application materials for employment consideration with DNFSB through excepted service hiring authority.

Performance Measure 3.3.3	Target
Reduce agency barriers to recruiting and hiring a diverse qualified workforce	Provide a training for hiring managers on diverse recruiting, special hiring authorities, and breaking down hiring barriers.

Strategic Goal 4

Maximize the agency’s performance by pursuing excellence in our culture and operations.

Strategic Objective 4.1

Pursue efficiency through continuous improvement of internal policies and procedures through testing and evaluation.

Performance Goals

4.1.1 — Establish policy statements that lead to mission outcomes consistent with strategic goals and objectives

4.1.2 — Ensure that the Board’s procedures are consistent with strategic goals and objectives

4.1.3 — Ensure that internal procedures and processes reflect policy statements

Performance Measure 4.1.1	Target
Policy statements and procedures revised to reflect the agency's strategic plan and policy statements for selected management practices developed.	<ul style="list-style-type: none"> • Develop and issue two new policy statements. • Initiate an update of front office and Board Procedures.

Performance Measure 4.1.2	Target
Directives and procedures aligned to Board policy statements and other higher-level guidance.	Update at least 10 directives or operating procedures.

Strategic Objective 4.2

Establish and maintain a culture that encourages teamwork and innovation across the agency in accordance with core values.

Performance Goals	<p>4.2.1 — Institutionalize core values in all phases of employee experience</p> <p>4.2.2 — Foster open discussions across the agency on important technical and non-technical topics</p> <p>4.2.3 — Maintain a culture respectful of diverse points of view</p>
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Performance Measure 4.2.1	Target
Core values are promoted in onboarding, training, and performance processes.	<ul style="list-style-type: none"> • Ensure all new employees are trained on agency's core values during onboarding. • Incorporate the agency's core values into all annual training materials by linking the training content to the values. • Emphasize agency core values at two or more all-staff gatherings (e.g., All Hands or EDO Update) to advance awareness and implementation of the agency's core values.

Performance Measure	Target
4.2.2	
Periodic open forums to discuss agency and related issues that may impact mission or staff.	Hold at least two-way all staff gatherings where at a majority of Board Members and one Office Director are present to solicit input from agency staff on important Board matters.

Strategic Objective 4.3

Strengthen operational performance by modernizing the agency's processes and associated infrastructure.

Performance Goals

- 4.3.1** — Improve efficiency through increased information accessibility and common platforms, where possible
- 4.3.2** — Be responsive to user needs and/or support requests across all agency functions

Performance Measure	Target
4.3.1	
Up-to-date platforms, systems, and software with interoperability, where possible.	<ul style="list-style-type: none"> • Ensure agency compliance with Presidential memorandum M-2209, <i>Moving the U.S. Government Toward Zero Trust Cybersecurity Principles</i>, by executing required tasks outlined in Appendix B of the memorandum by established deadlines. • Continue implementation of the selected enterprise resource planning system and integrate with existing DNFSB business activities by established deadlines.

Performance Measure	Target
4.3.2	
Knowledge transfer programs and information management that support archiving and retrieving information essential to mission and mission support.	<ul style="list-style-type: none"> • Implement a new agency electronic records management capability by preparing and transitioning paper agency records to an electronic format. • Implement accessibility standards for website content by ensuring that all new content posted is Section 508 compliant and make primary pages and core content accessible.

Strategic Objective 4.4

Conduct ongoing communications to reinforce the commitment of all employees to diversity, equity, inclusion, and accessibility.

Performance Goals	<p>4.4.1 — Communicate the Board’s commitment to diversity, equity, inclusion, and accessibility, and equal employment opportunity</p> <p>4.4.2 — Implement training for employees to ensure a consistent understanding of the agency’s commitment to diversity, equity, inclusion, and accessibility</p>
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Performance Measure 4.4.1	Target
All agency employees are informed of the Board’s commitment to diversity, equity, inclusion, and accessibility, and equal employment opportunity.	Hold at least six special emphasis events and provide information through newsletters, intranet, and email.

Performance Measure 4.4.2	Target
Develop and implement practices that demonstrate diversity, equity, inclusion, and accessibility (DEIA) commitment from managers and senior leaders.	<ul style="list-style-type: none"> Finalize updates to the agency’s EEO directive and operating procedure in alignment with the DNFSB DEIA Strategic Plan and submit all required reports to the EEOC in a timely manner. Implement the DEIA Strategic Plan, including the establishment of a Diversity, Equity, and Inclusion Advisory Council, with representation from all agency components.

AFFIRMATION OF BOARD VOTING RECORD

SUBJECT: 2024 Annual Performance Plan

Doc Control#: 2024-300-0003

The Board acted on the above document on 01/25/2024. The document was Approved.

The votes were recorded as:

	APRVD	DISAPRVD	ABSTAIN	NOT PARTICIPATING	COMMENT	DATE
Joyce L. Connery	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12/19/2023
Thomas Summers	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12/18/2023

This Record contains a summary of voting on this matter together with the individual vote sheets, views and comments of the Board Members.

Nicole Thomas-Hawkins

Board Operations Specialist to the Board

Attachments:

1. Voting Summary
2. Board Member Vote Sheets

DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET

FROM: Joyce L. Connery

SUBJECT: 2024 Annual Performance Plan

Doc Control#: 2024-300-0003

DATE: 12/19/2023

VOTE: Approved

COMMENTS:

None

Joyce L. Connery

DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET

FROM: Thomas Summers

SUBJECT: 2024 Annual Performance Plan

Doc Control#: 2024-300-0003

DATE: 12/18/2023

VOTE: Approved

COMMENTS:

None

Thomas Summers