

FY21 Performance Targets

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.

Key Performance Goal 1.1.1: Prioritize and execute reviews to maximize impact on safety.

Key Performance Goal 1.1.2: Conduct cross-cutting as well as site specific reviews, identifying safety concerns and best practices in work products.

Fiscal Year	Performance Measure 1.1.1	Target FY20	Target FY21
2021	Completion of high priority reviews while demonstrating flexibility to address emerging issues.	OTD completes 50% of reviews (two of which are cross cutting reviews) by established deadlines as defined in the work plan and one emergent review.	<p>A) Complete 7 reviews focused on DOE-EM defense nuclear facilities and communicate any concerns to the Department of Energy.</p> <p>B) Complete 7 reviews focused on NNSA defense nuclear facilities and communicate any concerns to the Department of Energy.</p> <p>C) Complete 3 cross-cutting reviews that have broad applicability across the DOE defense nuclear complex, or at minimum affect more than one defense nuclear site and communicate any concerns to the Department of Energy.</p> <p>D) Complete 2 reviews focused on defense nuclear complex projects, including new facilities and major modifications, and communicate any concerns to the Department of Energy.</p>

Fiscal Year	Performance Measure 1.1.2	Target FY20	Target FY21
2021	Work products provided to the Board within specified timeliness metric.	Complete recommendations, draft recommendations, and preparations for public hearings/meetings within timelines established in procedures or by Board vote as applicable.	Recommendations, Draft Recommendations, and preparations for Public Hearings/Meetings are completed within timelines established in procedures or by Board vote as applicable.

Strategic Objective 1.2: Develop and issue advice and recommendations designed to ensure safety and employ best practices within the defense nuclear complex.

Key Performance Goal 1.2.1: Provide timely, technically accurate, compelling information to the Secretary of Energy.

Key Performance Goal 1.2.2: Ensure the Secretary of Energy has enhanced awareness of complex-wide safety issues.

Fiscal Year	Performance Measure 1.2.1	Target FY20	Target FY21
2021	Identification and inclusion of both site-specific and complex-wide safety concerns and best practices in products developed through routine oversight and reviews.	OTD provides 13 written staff reports to the Board for consideration for delivery to the Secretary of Energy within the timelines specified in internal procedures. Two of these reports contain complex-wide/cross-cutting safety issues.	A) Provide at least 14 written staff reports to the Board for consideration for delivery to the Secretary of Energy within the timelines specified in internal procedures. B) Provide at least 3 written staff reports containing complex-wide or cross-cutting safety issues to the Board for consideration for delivery to the Secretary of Energy within the timelines specified in internal procedures.

Fiscal Year	Performance Measure 1.2.2	Target FY20	Target FY21
2021	Encouragement provided to the Department of Energy to share best practices as well as safety concerns.	OTD provides to the Board two written staff reports that contain best practices or opportunities for improvement for consideration for delivery to the Secretary of Energy within the timelines specified in internal procedures.	Provide to the Board 3 written staff reports that contain best practices or opportunities for improvement for consideration for delivery to the Secretary of Energy within the timelines specified in internal procedures.

Strategic Objective 1.3: Provide robust field oversight of facilities and projects across the defense nuclear complex.

Key Performance Goal 1.3.1: Identify site-specific safety challenges and analyze for commonalities across the complex.

Key Performance Goal 1.3.2: Provide timely information to the Board, acting quickly on emerging issues.

Fiscal Year	Performance Measure 1.3.1	Target FY20	Target FY21
2021	Oversight presence sustained at an appropriate level.	Announcements for newly approved Resident Inspector positions (i.e., SRS, LANL, Hanford) are developed and issued by September 30, 2020.	On average, Resident Inspector positions are covered 80% of the time including through permanent, detail, and temporary coverage.

Fiscal Year	Performance Measure 1.3.2	Target FY20	Target FY21
2021	Field experience is shared throughout the Agency.	Resident Inspectors and Cognizant Engineers develop and issue weekly and monthly reports respectively 85% of the time.	Resident Inspectors and Cognizant Engineers develop and issue weekly and monthly reports respectively 90% of the time.

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-government entities.

Key Performance Goal 2.1.1: Maintain effective communications with the Department of Energy at all organizational levels.

Key Performance Goal 2.1.2: Maintain effective communications with Congress.

Key Performance Goal 2.1.3: Maintain effective communications with relevant state, local, and tribal governments.

Key Performance Goal 2.1.4: Maintain effective communication with the public, including relevant advocacy groups and organizations.

Fiscal Year	Performance Measure 2.1.1	Target FY20	Target FY21
2021	Periodic engagement at the Board and senior staff level with relevant senior DOE officials.	<p>A) OTD will offer to hold meetings with the Departmental Representative, Headquarters EM, and Headquarters NNSA staff at least 10 times a year to share information and staff will provide summaries of information shared to the Board.</p> <p>B) The Board will offer to hold annual meetings with the Secretary and/or the Deputy Secretary of Energy and offer to hold two meetings with each of NA-1 and EM-1 on high priority nuclear safety topics.</p>	<p>A) DNFSB staff will hold meetings with the Departmental Representative, Headquarters EM, and Headquarters NNSA staff at least 10 times a year to share information, and staff will provide summaries of information shared to the Board.</p> <p>B) The Board will hold biannual meetings with the DOE Secretary and/or Deputy Secretary and three meetings with each of the NNSA Administrator and Assistant Secretary for Environmental Management on high priority nuclear safety topics.</p>

Fiscal Year	Performance Measure 2.1.2	Target FY20	Target FY21
2021	Periodic briefings conducted to relevant congressional Members and committees.	The Board or staff reaches out on a quarterly basis to relevant congressional Members and committees to provide briefings.	The Board or staff reaches out on a quarterly basis to relevant congressional Members and committees to provide briefings.

Fiscal Year	Performance Measure 2.1.3	Target FY20	Target FY21
2021	Periodic outreach conducted to relevant state, local and tribal governments at both Board and staff level.	The Board or staff reaches out on an annual basis to state, local, and tribal governments to provide briefings.	The Board or staff reaches out on an annual basis to state, local, and tribal governments to offer/provide briefings.

Fiscal Year	Performance Measure 2.1.4	Target FY20	Target FY21
2021	Periodic outreach conducted to the public, including relevant advocacy groups and organizations.	The Board or staff reaches out on an annual basis to public, including relevant advocacy groups and organizations to provide briefings.	The Board or staff reaches out on an annual basis to the public, including relevant advocacy groups and organizations to offer/provide briefings.

Strategic Objective 2.2: Improve timely dissemination of information about the Board priorities and conclusions regarding the state of safety at Defense Nuclear Facilities.

Key Performance Goal 2.2.1: Improve transparency through timely posting of Agency communication and public engagement.

Key Performance Goal 2.2.2: Ensure Board work products are made available to Congress through proactive outreach.

Fiscal Year	Performance Measure 2.2.1	Target FY20	Target FY21
2021	Timely publication of weekly/ monthly/ annual reports	Resident Inspector weekly reports and Cognizant Engineer monthly reports are published to the Board's public website within five weeks of finalization 80% of the time.	Resident Inspector Weekly Reports and Cognizant Engineer Monthly Reports are published to the Board's public website within four weeks of finalization 90% of the time.

Fiscal Year	Performance Measure 2.2.2	Target FY20	Target FY21
2021	Routine conduct of business meetings, public hearings, or Board visits.	The Board holds public meetings, public hearings, or visits to one or more sites three times during the year.	The Board holds Public Meetings, Public Hearings, or visits to one or more sites three times during the year.

Fiscal Year	Performance Measure 2.2.3	Target FY20	Target FY21
2021	Timely notification to interested parties of public hearings, meetings, reports, and Recommendations.	Post notification of Board public hearings, public meetings, and correspondence to the Board's public website within one week of final clearance.	Post notification of Board Public Hearings, Public Meetings, 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.

Key Performance Goal 3.1.1: Establish a multi-year, forward-looking Staffing Plan to inform budget requests.

Key Performance Goal 3.1.2: Hire well-qualified, motivated individuals to fill vacant positions and to enable effective succession planning.

Key Performance Goal 3.1.3: Ensure redundancy in key functions in order to reduce mission vulnerabilities due to projected staff attrition.

Fiscal Year	Performance Measure 3.1.1	Target FY20	Target FY21
2021	Human Capital Plan that includes succession planning, work force development, career pathing and values diverse talents.	Establish a Human Capital Plan by September 30, 2020.	Establish contract support for the DNFSB Human Capital Plan by September 30, 2021.

Fiscal Year	Performance Measure 3.1.2	Target FY20	Target FY21
2021	Key functions requiring redundancy are identified along with requirements and cross-training needs.	Ensure the Human Capital Plan includes an assessment of redundancy and cross-training needs by September 30, 2020.	Develop agency-wide staffing plans based on mission needs analysis by September 30, 2021.

Strategic Objective 3.2: Use professional development and training to efficiently and effectively accomplish the mission.

Key Performance Goal 3.2.1: Establish career path options and encourage professional development tailored to employee goals.

Key Performance Goal 3.2.2: Provide new employees at all levels with resources needed to have an impact as soon as practicable upon entering the workforce.

Fiscal Year	Performance Measure 3.2.1	Target FY20	Target FY21
2021	Training and development for career pathing options identified and implemented.	Formal target deferred until FY 2021 until development of the Human Capital Plan.	Formal target deferred until FY 2022 pending the development of the DNFSB Human Capital Plan.

Fiscal Year	Performance Measure 3.2.2	Target FY20	Target FY21
2021	A comprehensive, Agency-wide onboarding plan is developed and executed.	Develop an Agency-wide orientation and onboarding plan by August 30, 2020.	Identify agency specific training by occupational series for current and new employees, with specific target dates for completion of this training, by September 30, 2021.

Fiscal Year	Performance Measure 3.2.3	Target FY20	Target FY21
2021	Formal mentoring and coaching for staff.	Formal target deferred until FY 2021 until development of the Human Capital Plan.	Formal target deferred until FY 2022 pending the development of the DNFSB Human Capital Plan.

Strategic Goal 4

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

Strategic Objective 4.1: Pursue efficiency through continuous improvement of internal policies and procedures through testing and evaluation.

Key Performance Goal 4.1.1: Establish Policy Statements that lead to mission outcomes consistent with strategic goals and objectives.

Key Performance Goal 4.1.2: Ensure Board Procedures are consistent with strategic goals and objectives.

Key Performance Goal 4.1.3: Ensure internal procedures and processes reflect Policy Statements.

Fiscal Year	Performance Measure 4.1.1	Target FY20	Target FY21
2021	Policy Statements revised to reflect Strategic Plan and Policy Statements for selected management practices developed.	To achieve mission outcomes and be consistent with strategic goals and objectives, develop three new policy statements by September 30, 2021.	To achieve mission outcomes and be consistent with Strategic Goals and Objectives, develop two additional new policy statements by September 30, 2021.

FY 2022 Congressional Budget Request • FY 2020 Annual Performance Report
 Defense Nuclear Facilities Safety Board

Fiscal Year	Performance Measure 4.1.2	Target FY20	Target FY21
2021	Board Procedures reflect Agency personnel and processes.	To ensure consistency with strategic goals and objectives, revise existing Board Procedures by September 30, 2021.	To ensure consistency with Strategic Goals and Objectives begin the review of Board Procedures by May 31, 2021, which will support a comprehensive update of Board Procedures by the end of FY 2022.

Fiscal Year	Performance Measure 4.1.3	Target FY20	Target FY21
2021	Streamlined internal procedures reflective of Board Policy Statements.	This Goal will be deferred until FY 2021 after Goals 4.1.1 and 4.1.2 are completed.	<p>A) Complete a Memorandum of Understanding and staff supplementary document with the Department of Energy.</p> <p>B) Update the Information Security Handbook by September 30, 2021.</p> <p>C) Develop a classified meeting processing checklist by September 30, 2021.</p> <p>D) Develop a classified mail processing checklist by September 30, 2021.</p>

Fiscal Year	Performance Measure 4.1.4	Target FY20	Target FY21
2021	Work planning that is informed by annual feedback and lessons learned.	Based on lessons learned from FY 2019 work planning efforts, revise and improve the work planning process for FY 2020 by August 31, 2020.	Based on lessons learned from FY 2021 Work Planning efforts, revise, improve, and integrate the work planning process for FY 2022 by September 30, 2021.

Strategic Objective 4.2: Establish and maintain a culture that encourages teamwork and innovation across the Agency in accordance with core values.

Key Performance Goal 4.2.1: Institutionalize core values in all phases of employee experience.

Key Performance Goal 4.2.2: Foster open discussions across the Agency on important technical and non-technical topics.

Key Performance Goal 4.2.3: Maintain a culture respectful of diverse points of view

Fiscal Year	Performance Measure 4.2.1	Target FY20	Target FY21
2021	Core values are promoted in onboarding, training, and performance processes.	Onboarding procedures are updated by August 31, 2020, to include a module on the Agency's Core Values.	A) Onboarding procedures are updated by September 30, 2021. B) Periodic staff training modules are updated to include a module on the Agency's Core Values by September 30, 2021.

Fiscal Year	Performance Measure 4.2.2	Target FY20	Target FY21
2021	An awards program that emphasizes Agency values.	This measure will be deferred until FY 2021 until the Human Capital Plan is developed.	Formal target deferred until FY 2022 pending the development of the DNFSB Human Capital Plan.

Fiscal Year	Performance Measure 4.2.3	Target FY20	Target FY21
2021	Periodic open forums to discuss Agency and related issues that may impact mission or staff.	Hold at least three all staff open forums where at least three Board Members and one Office Director are present to provide organizational updates or solicit input from Agency staff on important Board matters.	Hold at least four two-way all staff gatherings where at least three Board Members and one Office Director is present to solicit input from Agency staff on important Board matters.

Strategic Objective 4.3: Strengthen operational performance by modernizing Agency processes and associated infrastructure.

Key Performance Goal 4.3.1: Improve efficiency through increased information accessibility and common platforms, where possible.

Key Performance Goal 4.3.2: Be responsive to user needs and/or support requests across all Agency functions.

Fiscal Year	Performance Measure 4.3.1	Target FY20	Target FY21
2021	<p>Performance Goal 4.3.1 Up-to-date platforms, systems, and software with interoperability, where possible.</p>	<p>Migrate the DNFSB intranet to SharePoint to promote interoperability by September 30, 2020, without losing more than 10% of the data, and migrate all C: drive information to the Share Drive by September 30, 2020.</p>	<p>A) Complete the initial migration of the DNFSB workforce to MS Office 365 (MS Teams, One Drive) by June 18, 2021.</p> <p>B) Complete the agency-wide rollout of new laptop computers by June 30, 2021.</p> <p>C) Develop the requirements for an agency Enterprise Resource Planning system by September 30, 2021.</p> <p>D) Deactivate Skype on the agency network by July 31, 2021 as part of the system modernization effort.</p> <p>E) Deploy updated mobile phones to the agency by September 30, 2021.</p>

Fiscal Year	Performance Measure 4.3.2	Target FY20	Target FY21
2021	<p>Knowledge transfer programs and information management that support archiving and retrieving information essential to mission and mission support.</p>	<p>This measure will be deferred until FY2021 after a Records Manager is assigned to work on knowledge management.</p>	<p>A) Develop the transition plan for intranet resources to an updated platform by September 30, 2021.</p> <p>B) Initiate recording and digital archiving of employee onboarding sessions and training sessions to support knowledge transfer to employees by September 30, 2021.</p>

**FY 2022 Congressional Budget Request • FY 2020 Annual Performance Report
Defense Nuclear Facilities Safety Board**

Fiscal Year	Performance Measure 4.3.3	Target FY20	Target FY21
2021	Updated employee guidance on processes and infrastructure that enables them to access systems and people needed to accomplish the mission and mission support across all Agency functions.	This measure will be deferred until FY 2021 after new Microsoft collaboration tools are enabled.	Complete the initial deployment of MS Teams, accompanied by clear directions to employees on system use, by June 30, 2021.

AFFIRMATION OF BOARD VOTING RECORD

SUBJECT: FY 2021 APR Performance Targets

Doc Control#: 2021-300-0024

The Board acted on the above document on 08/20/2021. The document was Approved.

The votes were recorded as:

	APRVD	DISAPRVD	ABSTAIN	NOT PARTICIPATING	COMMENT	DATE
Joyce L. Connery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/17/2021
Thomas Summers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/20/2021
Jessie H. Roberson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/13/2021

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

Shelby Qualls

Executive Secretary 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: FY 2021 APR Performance Targets

Doc Control#: 2021-300-0024

DATE: 08/17/2021

VOTE: Approved

COMMENTS:

None

Joyce L. Connery

DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET

FROM: Thomas Summers

SUBJECT: FY 2021 APR Performance Targets

Doc Control#: 2021-300-0024

DATE: 08/20/2021

VOTE: Approved

COMMENTS:

None

Thomas Summers

DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET

FROM: Jessie H. Roberson

SUBJECT: FY 2021 APR Performance Targets

Doc Control#: 2021-300-0024

DATE: 08/13/2021

VOTE: Approved

Member voted by email.

COMMENTS:

None

Jessie H. Roberson