

# NOW WHAT?

WHAT TO DO WHEN YOU DON'T KNOW WHAT TO DO

By: Mandy Smith



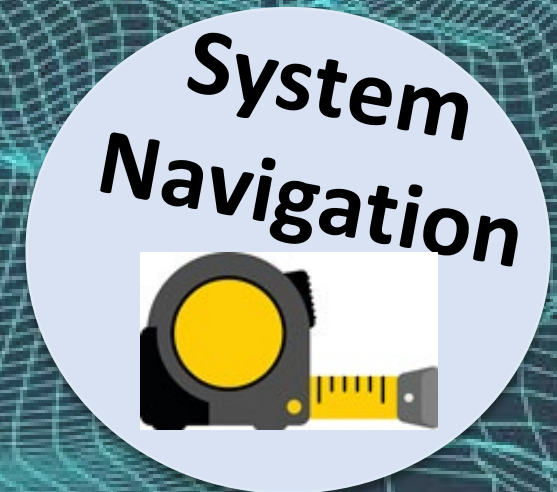
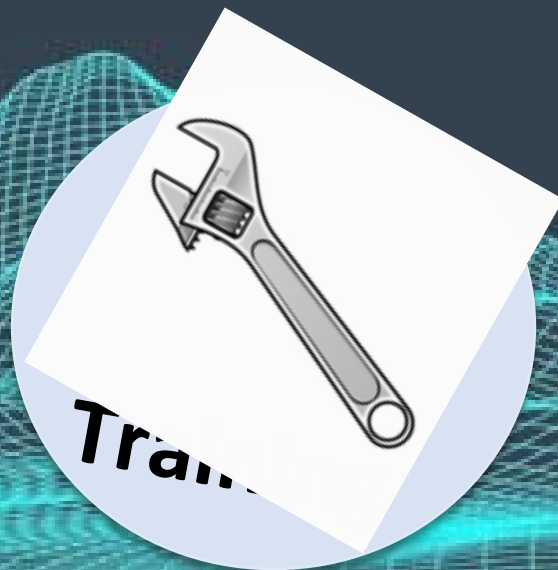
# Introduction

- Who am I?
- Tools in our toolbox
- Previous experience
- Implementing a solid program foundation



# Who am I?

- Since 2009 I have had the following positions at the plant:
  - Janitor
  - Personal Property
  - Interim FIMS Administrator
  - Project Lead
  - Operation Support
  - FIMS Administrator
  - Organizational Manager





# What Did I Experience Before?

- Attended trainings throughout the year to learn what is needed
- Answered questions here and there from SME's
- Screened for excess when we knew about something
- Archived assets when we were informed
- Reached out to SME's for information needed for validation
- Scrambled two months prior to validation
  - Begged SMEs to send information
  - Condition assessments weren't done
- Validation
  - Red areas got a corrective action plan
  - Green areas got put on a shelf
- Took a vacation
- Started all over again

# How Did I Make a Better Program?

- Made a plan
  - Talked to management
  - Hired help
  - Created work instructions for staff
  - Put FIMS milestones / my plans in P6
  - Worked the plan
- How did I come up with my plan?



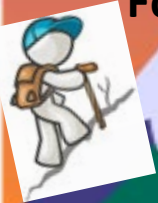
# Culture

SMEs &  
Training

Data  
Management

D&D

Procedures &  
Forms



# Managing your mountains

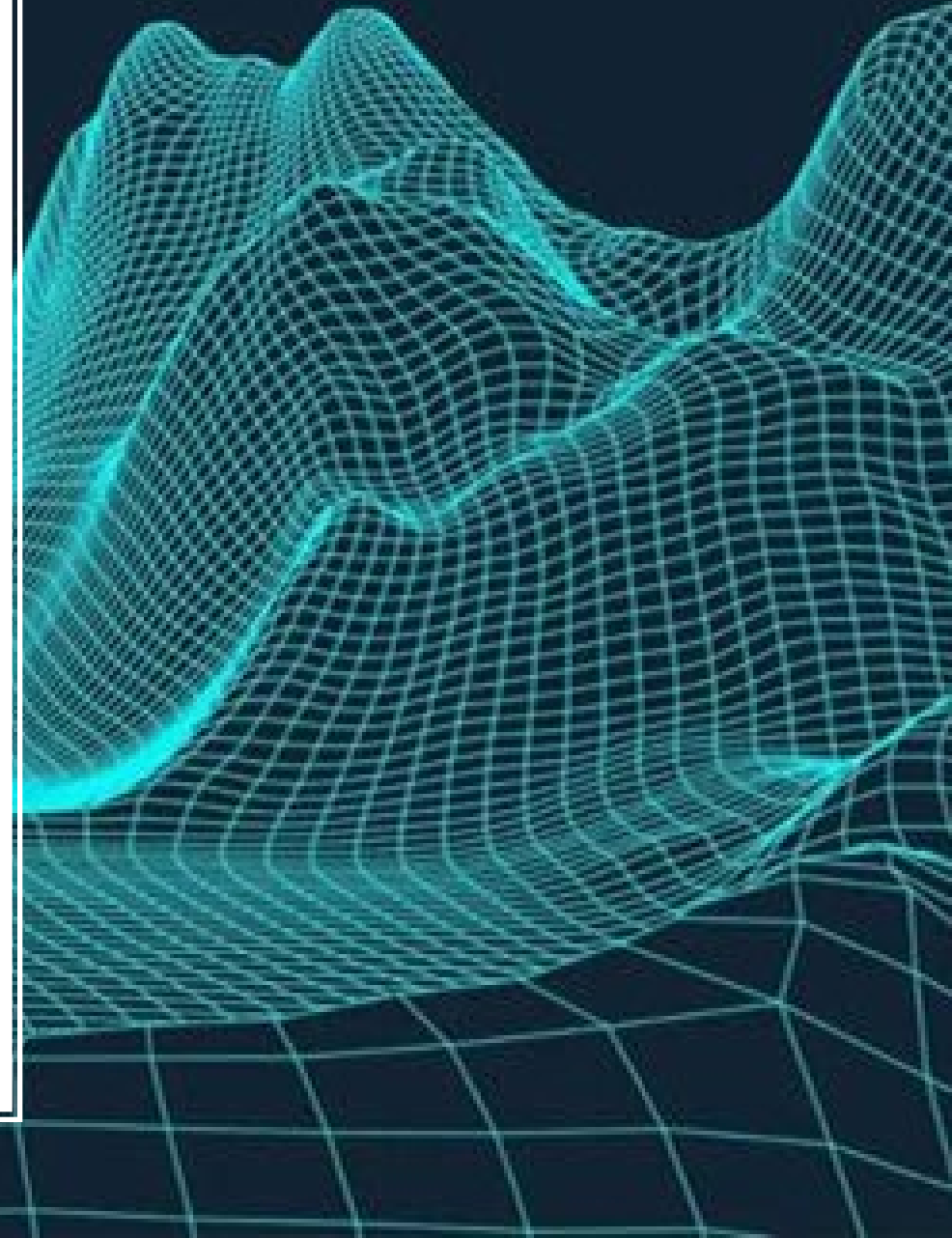
# 1<sup>st</sup> Mountain – Procedures & Forms

- Condition Assessment procedure
- FIMS procedure
- Assigned procedures to each SME Training Position Description (TPD)
- Developed forms that made sense for different SME's
  - FM Form
  - Rewrote CAs
  - Functionality Assessment forms
  - Archival Form



## 2<sup>nd</sup> Mountain – Subject Matter Experts (SMEs) & Training

- Facility Managers (FM) –
  - Monthly FM meetings
  - Scheduled meetings
  - Helped with condition assessments
  - Helped with functionality assessments
- Project Controls –
  - Met twice a year to discuss any upcoming large projects that would need to be entered into AAIM
- Reindustrialization
- Started developing training for each SME
- Area Project Managers and Annual Actual Maintenance, Deferred Maintenance, and Repair Needs



The information captured in this form is reflective of a current snapshot of the facility in question. Information will be provided by the appropriate Facility Managers. The information will be relayed to the FIMS Administration as source documentation for their applicable uses.

1. Property ID: (Facility No.)

2. Property Name:

3. Alternate Name (PRISM):

4. Site Name: (Heritage Center, ORNL, Y-12, Townsite?)

5. Date of Interview:

6. Assigned Contractor: (UCOR/FM)  
UCOR / |

7. SME Performing Adjustments (FM or designee):

8. Property Type: (Please check one)

- ☐ Building  
☐ Trailer (single or double wide only)  
☐ Other Structure or Facility  
☐ Land

9. Status: (Operating, Standby, Outgranted, Shutdown, Undergoing Stabilization/Deactivation, Undergoing Decommissioning, Undergoing Disposition)

10. Usage Code:

11. Physical Barriers Preventing Inspection: (Only required for OSF's)  
☐ YES ☐ NO (Check One)

12. Roads Public Access Lane Miles: (Only required for OSF's with Usage Codes 1729, 1739, or 1749)

13. Roads Public Access Miles: (Only required for OSF's with Usage Codes 1729, 1739, or 1749)

14. Asset % Utilized:

15. Total No. of Contractor Employees:

16. Total No. of Federal Employees:

17. Total No. of Occupants: (This will be a total from combining lines 15 and 16)

Have there been any additions, deletions, or modifications of this facility in the past year? ☐ YES ☐ NO (Check one)

If yes, please explain:

I confirm that the above information is an accurate representation of the facility for the current Fiscal Year.

Name (Print):

Signature:

Date:

Property ID:	
Property Name:	
Property Type:	

Meets Mission Requirements		
Examples:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>Quality Requirements</b> <i>i.e.: Decentralizing a 15 yr. old steam system to save energy</i>	If "No" is checked – What is needed to meet Mission Requirements? / Has Mission Changed?	
<b>Capacity Requirements</b> <i>i.e.: Adding a garage to accommodate larger equipment</i>		
<b>Efficiency Requirements</b> <i>i.e.: Replacing a 10 yr. old ventilation system</i>		
<b>Reliability Requirements</b> <i>i.e.: Installing a second feeder on a site to improve system reliability</i>		
<b>Improved Safety Requirements</b> <i>i.e.: Adding a generator backup to badging system</i>		

Interviewer: |

Date of Assessment

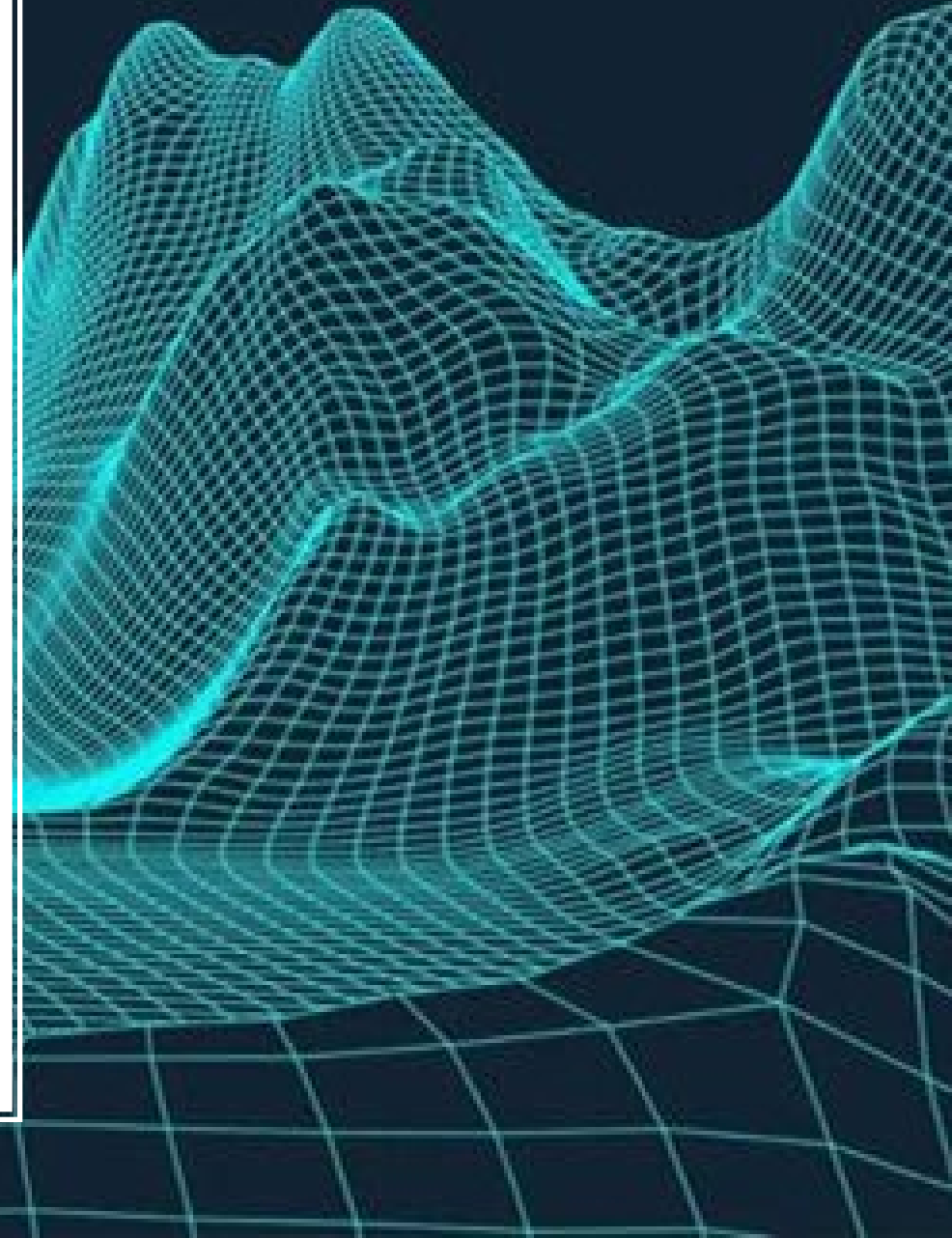
Personnel Interviewed:

Date of next FA:



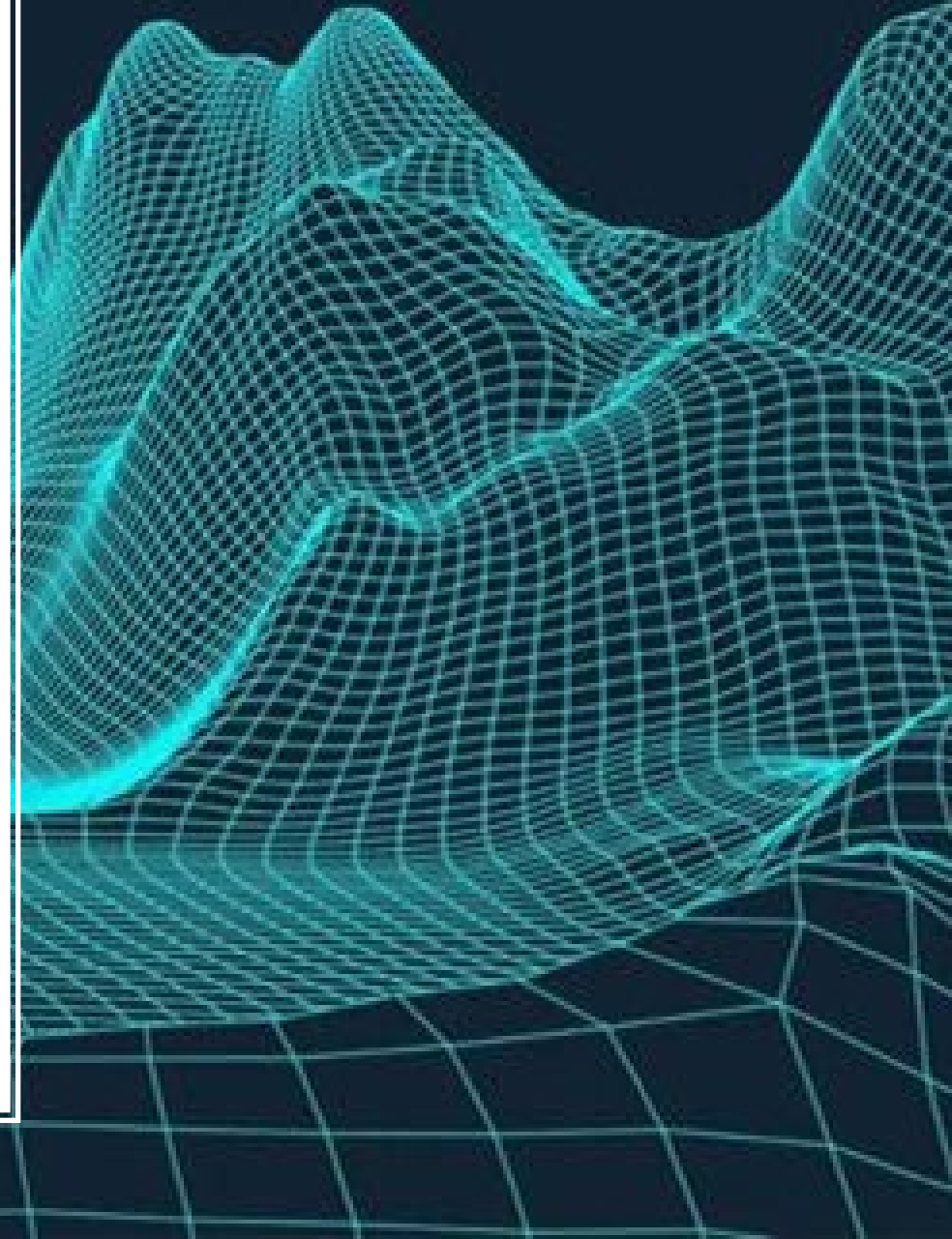
# 3<sup>rd</sup> Mountain – Data Management

- Previously used shared drive folders
  - ORNL EM
  - Y12 EM
  - ETTP
  - Townsite
- Started inputting documentation in document tab in FIMS
- Stopped trying to spin wheels finding appropriate source documentation and started fresh
  - Size
  - Space type usable – office
  - Year built



## 4<sup>th</sup> Mountain – D&D

- Needed to stay in front
- Started attending all Integrated Project Team (IPT) meetings
  - They provided project schedules
  - Understand where they are in the process (cleanup, cold & dark, etc)
  - Work with SME's once disposition occurs to archive asset (new form)
  - Would know when they need new assets



This form is to be utilized as documentation necessary to archive facilities captured in the Facility Information Management System database (FIMS) as per PROC-PR-2038, *Facility Information Management System Process and Reporting* for demolished assets. Assets being transitioned to a Non-UCOR entity should follow PROC-FO-1059, *Facility Transition*.

Facilities under DOE EM ownership will be archived once final signature from UCOR FIMS Administrator has been received.

Facilities under DOE SC ownership will be archived once final signature from UCOR FIMS Administrator has been received, and DOE SC is notified by UCOR FIMS Administrator.

Property ID (from FIMS):	<input type="text"/>		
Property Name (from FIMS):	<input type="text"/>		
<b>Section I – UCOR Responsible Organization</b>			
Project Name:	<input type="text"/>		
Facility Manager:	<input type="text"/>	Phone No.:	<input type="text"/>
Facility Contract Status:	<input type="checkbox"/> On UCOR Conformed Contract	<input type="checkbox"/> MOA	
		MOA #:	<input type="text"/>
Date of Final Waste Removal:	<input type="text"/>		
<b>Section II – Archival Approval Signatures</b>			
Facility Manager:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Name (print or type)</i>	<i>Signature</i>	<i>Date</i>
Area Project Manager:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Name (print or type)</i>	<i>Signature</i>	<i>Date</i>
FIMS Administrator:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Name (print or type)</i>	<i>Signature</i>	<i>Date</i>

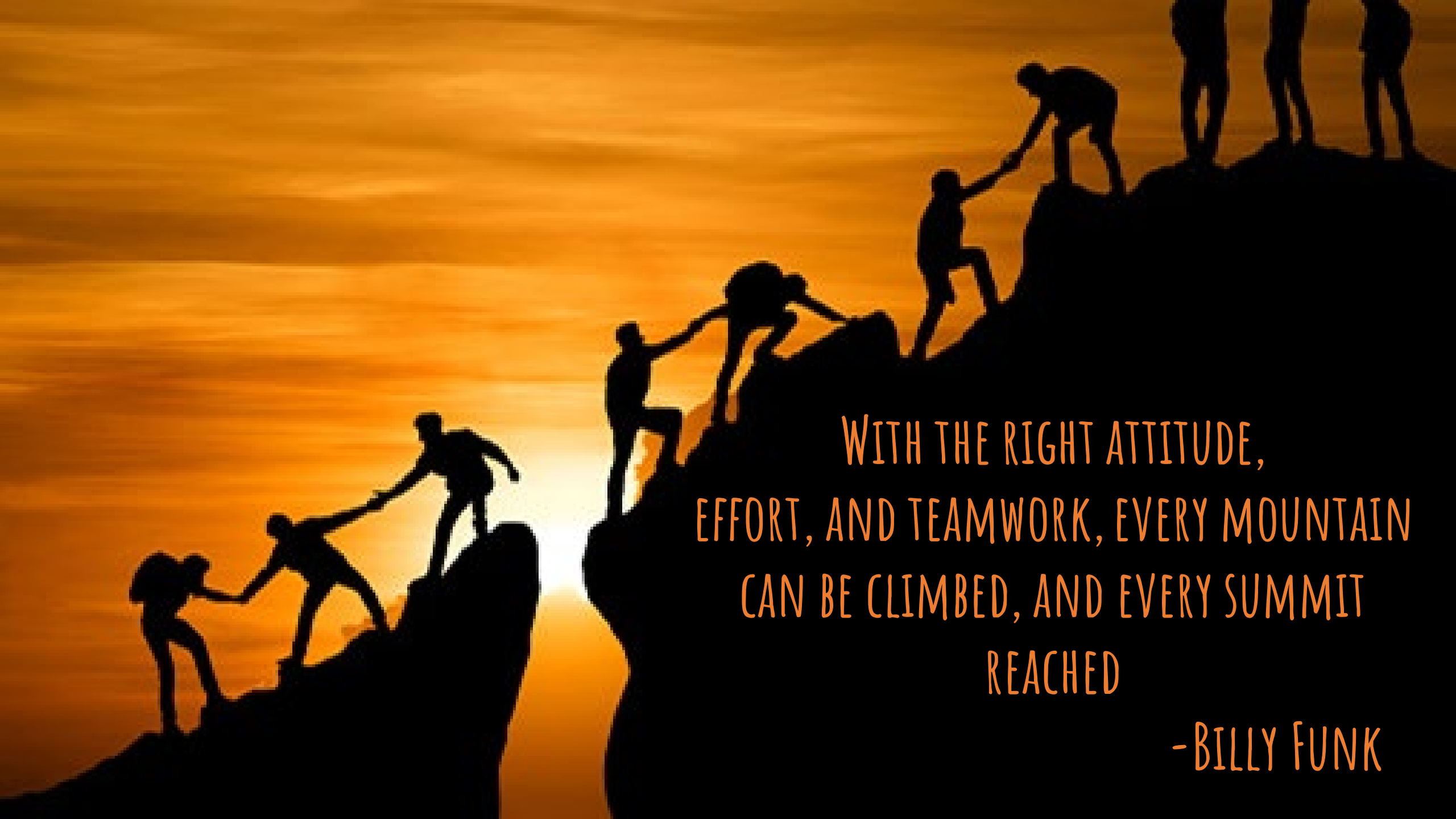
\*Note – Asset **may not** be demolished until FIMS Excess screening has been submitted and approved by DOE MA-50. To submit an excess screening request, email UCOR FIMS Administrator. Screening process can take up to 4 weeks.



# 5<sup>th</sup> Mountain – Culture

- Let them see they are not alone
- Make an effort to really help
  - Listen
  - Be supportive
  - Be caring
  - Be patient
  - Encourage
  - Respect
  - Take risks
  - Stay Positive
  - Have humor



The image features a series of black silhouettes of people climbing a jagged mountain range against a bright orange and yellow sunset sky. The sun is positioned low on the horizon, creating a strong backlight effect. The climbers are shown in various stages of ascent, with some reaching up to assist others, emphasizing teamwork and perseverance. The overall mood is inspirational and motivational.

WITH THE RIGHT ATTITUDE,  
EFFORT, AND TEAMWORK, EVERY MOUNTAIN  
CAN BE CLIMBED, AND EVERY SUMMIT  
REACHED

-BILLY FUNK