

INTRODUCTION

The Department of Energy is responsible for the world's largest environment cleanup program. This enormous technical challenge is a national priority that must be based on thorough, scientific analyses.

**Secretary of Energy
June 1998**



Accelerating Cleanup: Paths To Closure reflects the most recent evolution of DOE's ability to accurately project the cost, schedule, and scope of its massive cleanup effort (available at <http://www.em.doe.gov>).

The OST Management Plan provides:

- **Managerial approach**
- **High-level mission and structure description**

For:

- **OST management**
- **OST Headquarters and Field staff members**
- **Interested DOE and non-DOE individuals and groups.**

The Office of Science and Technology (OST) is an organizational component of the U.S. Department of Energy's (DOE) Office of Environmental Management (EM). OST manages a national program to conduct basic and applied research, and technology development, demonstration, and deployment assistance that is essential to completing a timely and cost-effective cleanup of the DOE nuclear weapons complex. It also provides environmental research results, as well as cleanup technologies and systems, to meet high-priority end-user needs, reduce the cost of EM's major cost centers and technological risks, and accelerate technology deployments.

The OST Management Plan explains how OST manages science and technology (S&T) development programs to support the overall EM mission. This document also reflects OST's ongoing drive to enhance efficiency and effectiveness in its business management practices, and to ensure that its mission is integrated within the overall EM Program.

1.1 Purpose and Scope

The Management Plan provides a high-level description of OST's mission and structure, who OST interfaces with, and key management functions and activities. The Management Plan also describes OST's managerial approach to program planning, budgeting, execution, and evaluation activities designed to develop and implement technology solutions for DOE EM end users. This document's primary audience is OST management and staff at DOE Headquarters and in the Field. However, both DOE and non-DOE individuals and groups who interact regularly with OST programs will also find it useful. The Management Plan is not a procedural document; rather, it provides the managerial framework within which OST operates and will be updated, as needed, to reflect OST management improvements/changes and overall DOE and EM issues affecting OST.

The Management Plan is in harmony with other EM strategic and technical planning documents such as: *Accelerating Cleanup: Paths to Closure* (October 1998); *EM Science and Technology Strategic Plan* (November 1998); *EM Research and Development Program Plan* (November 1998); and *EM Integrated Planning, Accountability, and Budgeting System Handbook* (Draft Rev. 8.0, November 1998).

The Management Plan is not intended to replace Field-level management plans or procedures; however, lower-level procedures applicable to particular OST processes should be consistent with the approach outlined in this document. Figure 1.1 depicts the relationship of the Management Plan with other key EM and OST management documents and related activities.

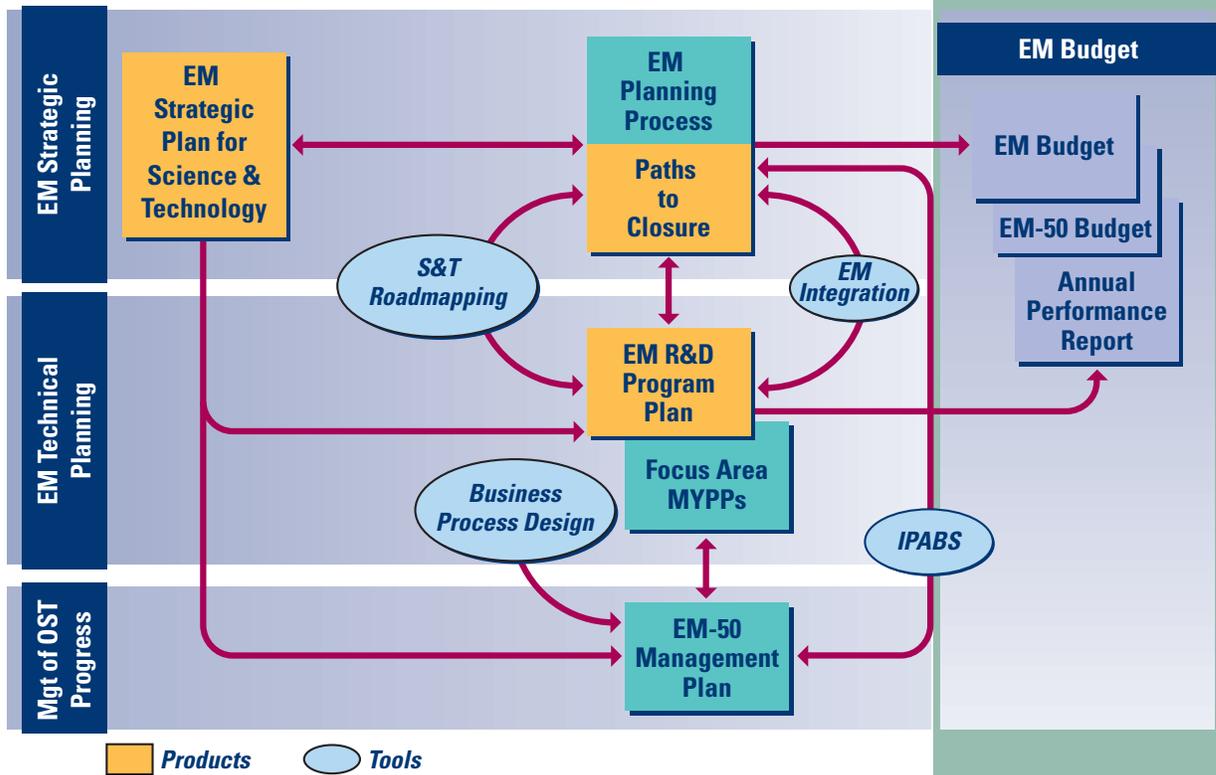


Figure 1.1 - Key EM and OST Management Documents.

1.2 Document Description

The Management Plan is organized into five major sections plus appendices:

- Section 1, Introduction, describes the document’s purpose and scope
- Section 2, Mission, Vision, and Strategies, elaborates upon these specific concepts and how they relate to EM’s cleanup mission
- Section 3, Structure and Definition of the Focus Area-Centered Approach, outlines OST’s use of this approach to accomplish the EM cleanup mission via integrated partnerships of end users, S&T developers, contractors, technology vendors, OST Headquarters and Field organizations, laboratories, and others
- Section 4, Management Activities, discusses OST’s primary business processes of program planning, budgeting, execution, and evaluation

- Section 5, Program Information Management and Communication, details these processes, which are keyed to EM's Integrated Planning, Accountability, and Budgeting System-Information System (IPABS-IS), which is examined further here. Section 5 also describes OST's Technology Management System (TMS) and Communications Plan.

The appendices include further information on other key OST management improvement areas, functions, documents and products, and prioritizations. Appendix A provides full expansions of the abbreviations and acronyms used throughout the entire document.