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**Subject:** Close-out of Project Aim Task 11 -COR Standardization  
**Date:** Friday, September 23, 2016 3:49:37 PM  
**Attachments:** [Office Recommendations and Implementation.pptx](#)

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Aim team:

The following is a status and request to closeout of Project Aim Task 11 – COR Process Standardization due September 30, 2016.

### BACKGROUND

In the Staff Requirements Memorandum for SECY-15-0015, “Project Aim 2020 Report and Recommendations”, the Commission directed the staff to “develop and implement process improvements that are within the staff’s authority, as appropriate.” Therefore, the EDO directed the Office of Administration (ADM) to continue to move forward with the Project Aim recommendation: “III-3) a) Evaluate and improve the acquisition process to clarify the roles and responsibilities of the COR, standardize processes, and improve quality and process time.” ADM, the Office of the Chief Financial Officer (OCFO), and the Office of Nuclear Reactor Regulation (NRR) led the Contracting Officer Representative (COR) Process Standardization Initiative (CPSI) to identify ways to standardize the COR roles and responsibilities.

The Project Aim Steering Committee approved the CPSI for implementation in October 2015. Implementation was divided into two tracks:

Track 1 – Led and managed by ADM and OCFO to: Prepare tools CORs need to do their job and to partner with OCHCO to develop a COR Supervisor’s handbook and FY17 elements and standards.

Track 2 – Office Implementation – Conduct Business Process Improvement (BPI) work sessions with designated Offices to assist them in the implementation of the CPSI by defining, streamlining, and standardizing Office’s contract acquisition and financial management processes. On April 1, each Office submitted a set of recommendations to the Project Aim team lead and an implementation plan with a completion date of September 30, 2016 (attached).

### STATUS

All of the Offices have completed their implementation of the recommendations. NRR, Office of Nuclear Regulatory Research, Office of New Reactors, Office of Nuclear Security and Incident Response, Office of Nuclear Materials and Safeguards, and ADM have completed the implementation of their recommendations with the exception of those on-going activities or later planned re-evaluations. The Office of the Chief Human Capital Officer (OCHCO) had no recommended changes and planned to re-evaluate as other changes if necessary after full CPSI implementation [ODEO ticket (ML16225A430) to Implement the COR Standard Role and Responsibilities].

The Office of the Chief Information Officer (OCIO) conducted a deeper-dive BPI with recommendations provided to management in August 2016 to implement at their discretion. ADM’s Acquisition Management Division (AMD) conducted parallel work with OCIO to assist them as they transitioned the Office to a new approach to acquisition and financial management. The work AMD performed aligns with the ODEO ticket

(ML16225A430) to complete the implementation of the CPSI.

Please closeout Project Aim Task 11 - COR Process Standardization

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OWFN-16-A04

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