



Nevada
Environmental
Management
Operations Activity

Underground Test Area Activity Communication/Interface Plan, Nevada National Security Site, Nevada

Revision No.: 0

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/s/ Joseph P. Johnston 10/18/2016
Joseph P. Johnston, Navarro CO Date

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**UNDERGROUND TEST AREA ACTIVITY
COMMUNICATION/INTERFACE PLAN
NEVADA NATIONAL SECURITY SITE, NEVADA**

U.S. Department of Energy, National Nuclear Security Administration
Nevada Field Office
Las Vegas, Nevada

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List of Acronyms and Abbreviations

AIMS	Assessment and Issue Management System
CADD	Corrective action decision document
CAIP	Corrective action investigation plan
CAP	Corrective action plan
CAU	Corrective action unit
CCB	Change Control Board
CR	Closure report
DOE	U.S. Department of Energy
EM	Environmental Management
EMIS	Environmental Management Information System
EPS	Environmental Program Services
FFACO	<i>Federal Facility Agreement and Consent Order</i>
HQ	Headquarters
M&O	Management and operating
MR	Management Reserve
NDEP	Nevada Division of Environmental Protection
NDWR	Nevada Division of Water Resources
NNSS	Nevada National Security Site
NNSA/NFO	U.S. Department of Energy, National Nuclear Security Administration Nevada Field Office
NSSAB	Nevada Site Specific Advisory Board
NTTR	Nevada Test and Training Range
PER	Preemptive review
POC	Point of contact
QA	Quality assurance

List of Acronyms and Abbreviations (Continued)

QAP	Quality Assurance Plan
TDR	Technical Data Repository
TIRP	Technical Information Review Program
UGTA	Underground Test Area
USAF	U.S. Air Force

1.0 Introduction

The purpose of this plan is to provide guidelines for effective communication and interfacing between Underground Test Area (UGTA) Activity participants, including the U.S. Department of Energy (DOE), National Nuclear Security Administration Nevada Field Office (NNSA/NFO) and its contractors. This plan specifically establishes the following:

- UGTA mission, vision, and core values
- Roles and responsibilities for key personnel
- Communication with stakeholders
- Guidance in key interface areas
- Communication matrix

1.1 UGTA Mission and Vision

The *Mission* of the UGTA Activity is to protect the public and the environment from exposure to radiologically contaminated groundwater resulting from the more than 800 underground nuclear tests conducted at the Nevada National Security Site (NNSS), formerly the Nevada Test Site, from 1957 to 1992.

The *Vision* of the UGTA Activity, as described in the *Federal Facility Agreement and Consent Order* (FFACO) (Appendix VI, Section 3), is to obtain regulatory closure of each corrective action unit (CAU) as efficiently as possible. This vision is achieved by building a culture of technical excellence, cooperation, and transparent communications between UGTA participants; embracing change as appropriate; performing quality work using procedures and processes; and pursuing continuous improvement in implementing the UGTA strategy (FFACO, Appendix VI).

1.2 UGTA Core Values

To achieve mission objectives, a culture must be nurtured that is consistent with the following core values:

- *UGTA first!* We are committed to doing what is right for the Activity, not necessarily what is good for individual participants or organizations.

- ***Operate with one voice to NNSA/NFO with the option for minority opinions.*** We are committed to an atmosphere of open and honest discussions where opinions and insights can be freely expressed. However, these discussions should culminate in concise, implementable recommendations to NNSA/NFO managers to aid efficient project decision.
- ***Commit to the process.*** We are committed to following the regulatory approved UGTA strategy for CAU closure in place with long-term monitoring and institutional control. If change is needed, we discuss and implement as appropriate.
- ***Give a little...get a little.*** We are willing to compromise to achieve strategy objectives.
- ***There will be conflict...deal with it.*** We seek constructive ways to resolve issues openly, quickly, and positively.
- ***Acknowledge limited resources; discuss/understand changing priorities.*** Recognizing our finite resources in an ever-changing environment, we are flexible and pursue a culture of continuous improvement.
- ***Acknowledge that quality work takes time.*** Schedules are planned and developed to encourage good work. Doing a task right the first time provides efficient use of resources.
- ***Integrate the UGTA Activity throughout all transition periods.*** The UGTA Activity is constantly evolving through strategy implementation improvements, budget and management priority changes, and UGTA personnel and contractor organization transitions. We strive to maintain continuity and efficiency when responding to these transitions.
- ***Acknowledge the value of participating organizations.*** We recognize that everyone brings something important to the table.
- ***No back-stabbing one another.*** We resolve conflict constructively not destructively.
- ***Honor the genesis of ideas with some reward/recognition for originality.*** We embrace and nurture good ideas no matter their origin.
- ***“Cut some slack.”*** We learn from mistakes and make them a positive force that leads to improvements for the future.
- ***The management team will, in turn, use these core values as expectations of their staff.*** We recognize that managers are obligated to communicate expectations to their staff members.

2.0 Roles and Responsibilities for Key Personnel

The following describes roles and responsibilities of personnel who support communication and interfacing within the UGTA Activity.

1. The ***NNSA/NFO Senior Management***, including the Environmental Management (EM) Operations Manager, is responsible for oversight and management of EM activities at the NNSS.
2. The ***UGTA Federal Activity Lead*** reports to and is the primary point of contact (POC) for the EM Operations Manager. The Activity Lead has federal oversight management responsibilities for UGTA technical, financial, and scheduling activities, and for monitoring participant performance. The Activity Lead is also responsible for ensuring effective communication between participants.
3. The ***NNSA/NFO UGTA Quality Assurance (QA) Lead*** serves as the POC for the UGTA QA Program and is responsible for the following:
 - Overseeing, conducting, and/or shadowing UGTA compliance assessments.
 - Reviewing notifications, corrective actions plans, and closeout for issues submitted to the Assessment and Issue Management System (AIMS).
 - Monitoring, tracking, and reporting status of QA issues.
4. The ***NNSA/NFO EM Project Controls Lead*** serves as the POC for UGTA Project Controls activities.
5. The ***Environmental Program Services (EPS) UGTA Project Manager*** is responsible for integration of UGTA technical work scope, which includes the following:
 - Working closely with NNSA/NFO as the technical integrator of CAU activities.
 - Facilitating development of major technical products in compliance with the FFACO and UGTA QAP.
 - Supporting external peer reviews and product finalization.
 - Participating in technical discussions with the Nevada Division of Environmental Protections (NDEP) as needed.
 - Supporting CAU Leads for FFACO milestones and decisions.

- Supporting task kickoff meetings led by CAU Leads.
 - Ensuring major technical products are consistent; are coherent; and meet technical, strategy, and regulatory objectives.
 - Facilitating resolution of technical issues.
6. The ***EPS UGTA Integration Manager*** is responsible for integration of project participant scope and schedule, which includes the following:
- Ensuring product content and hand-off schedules for dependencies are well planned.
 - Planning and tracking the schedule for UGTA major technical products.
 - Facilitating resolution of data collection and database issues.
 - Coordinating with the NNSA/NFO UGTA Project Controls Lead to ensure effective planning and tracking of UGTA activities across organizations, and entering schedule data into the Environmental Management Information System (EMIS).
 - Planning and implementing periodic coordination phone calls and meetings.
 - Planning and running annual UGTA kickoff meeting.
7. The ***UGTA Contract Managers*** are responsible for implementing assigned scope for their respective organization according to federal, state, and local regulations. Responsibilities include the following:
- Implementing plans and procedures consistent with individual contracts and agency agreements.
 - Meeting cost, scope, and schedule performance requirements; and communicating within their respective organizations.
 - Developing scopes, schedules, and milestones in coordination with CAU Leads, Science Advisors, EPS UGTA Project and Integration managers, and other resources, as necessary.
 - Identifying and managing resources.
 - Managing and tracking tasks and milestones.
 - Reporting status and potential issues to NNSA/NFO and EPS UGTA Project and Integration managers.

- Maintaining programmatic requirements including regulatory objectives (i.e., FFACO), QA (i.e., Quality Assurance Plan [QAP]), and health and safety.
 - Ensuring coordination of dependent work scope with other participants via participation in the monthly contract managers meetings and discussions with the EPS UGTA Integration Manager.
 - Ensuring workscope conducted with UGTA funding is necessary and supports closure of UGTA CAUs in accordance with the FFACO.
8. The *CAU Leads* are responsible for facilitating and integrating CAU scope by the following:
- Facilitating progress of each CAU through closure by following the UGTA strategy as presented in the FFACO (Appendix VI, Section 3, Figure 3-2).
 - Ensuring integration of multi-contractor CAU teams through regular communication such as status meetings.
 - Discussing technical status, issues, and lessons learned with NNSA/NFO, Science Advisors, and EPS UGTA Project and Integration managers via periodic CAU Lead meetings.
 - Identifying CAU-specific scope during task planning process.
 - Initiating preemptive reviews (PERs), and providing relevant technical information to the PER committee members that is necessary for the review.
9. The *Science Advisors* provide direct technical support to EM Operations. For UGTA, responsibilities include the following:
- Advising NNSA/NFO on technical priorities for multiple CAU studies that balance modeling, monitoring, and institutional control components of the UGTA strategy.
 - Identifying industry practices and innovative techniques employed at other sites for potential application on the UGTA Activity.
 - Integrating and providing technical guidance for NNSA/NFO interactions with NDEP.
 - Refining the FFACO, as required, and interacting with NDEP on potential refinements.
 - Supporting the PER Chairperson, EPS UGTA Project Manager, and CAU Lead during PERs.
 - Research special topics as requested by EM Senior Management and Activity Leads.

10. The ***Committee Chairperson*** is assigned to each UGTA committee, which include PER committees, topical committees, drilling advisory teams, and guidance teams. Committees are formed to review technical documents and/or make recommendations on specific subjects. The Chairperson is responsible for the following:
 - Coordinating with the CAU Lead, Science Advisors, and EPS UGTA Integration Manager to establish committee objectives and schedules.
 - Coordinating with Contract Managers to secure resources for the committee.
 - Establishing a process for executing specific tasks.
 - Communicating the necessary information to the committee members (schedule and technical information) to accomplish tasks.
 - Consolidating review comments, and developing overview comments.
 - Providing review documentation for records.
11. The ***Derivative Classifiers*** are responsible for reviewing all UGTA products before uploading to the UGTA SharePoint site and before submitting to NNSA/NFO and NDEP to ensure they do not contain classified information.

3.0 Communication with Stakeholders

This section describes the interfaces and typical communication responsibilities that UGTA has with key stakeholders. All communication with stakeholders must pass through or be authorized by the UGTA Federal Activity Lead. The following are key stakeholders for the UGTA Activity:

1. **NDEP** has regulatory oversight and authority over the UGTA Activity as described in the FFACO. In this role, NDEP maintains approval authority over documents specified in the FFACO. All FFACO documents are reviewed and must be approved by NDEP. Specific responsibilities are described in the FFACO. NDEP representatives also participate as ex officio members in PER committees and may participate as ex officio members in UGTA topical and/or guidance committees.
2. **Nye County** representatives, under a grant from NNSA/NFO, participate as ex officio members in the PER committees and will implement groundwater sampling in support of the UGTA Activity. Nye County representatives may also participate as ex officio members in UGTA topical and/or guidance committees.
3. **Nevada Department of Conservation and Natural Resources, Division of Water Resources (NDWR)** is responsible for permitting, reporting, and granting waivers for the new construction and completion or reworking of UGTA wells.
4. **Nevada Site Specific Advisory Board (NSSAB)** is composed of 10 to 20 individuals, and was established to enhance public involvement and input related to NNSA/NFO EM activities. All meetings are open to the public. Liaisons to the NSSAB may include representatives from NNSA/NFO, State of Nevada, Nye County, Clark County, Lincoln County, and the National Park Service. NNSA/NFO Public Involvement is the primary POC with the NSSAB. Periodically, NNSA/NFO asks contractors to prepare information for presentation to the NSSAB.
5. **U.S. Air Force (USAF)** is responsible for activities that potentially impact the Nevada Test and Training Range (NTTR). NNSA/NFO maintains communication with a USAF POC and the NNSA Site Operations Center for accessing and scheduling work on the NTTR, and to discuss potential impacts of the closure strategy to USAF. Per USAF access and work permit requirements, specific USAF badges are required to access and/or conduct work on the NTTR.
6. **DOE Headquarters (HQ)** manages funding for approved lifecycle scope. Interfaces with DOE HQ are conducted by Federal EM Managers and Activity Leads.

4.0 Guidance in Key Interface Areas

This section provides the specific details regarding planning; change control process; submission of deliverables; content of input; and overall expectations for delivery of programmatic products, services, and interfaces. Examples of requirements include submission of annual plans, monthly reporting, variance explanations, issue identification and tracking, and risk assessment.

4.1 UGTA SharePoint Site

The UGTA SharePoint site was developed as the primary method for information exchange between participants. It is also the primary platform for managing (collecting/maintaining/archiving) information and data (e.g., databases, processes, process improvements, schedules, scope, results, interim/final products) for the UGTA Activity. The site is composed of a series of websites grouped into categories by subject (e.g., CAU, Project Support). The home page provides access to file exchange sites; newly posted items; and administrative documents such as the UGTA Programmatic Interfaces procedure, which contains instructions for exchange of information between participants. NNSA/NFO and all contractors participating in UGTA activities are given access to the site to upload files and develop lower-level task sites as needed. Task sites are created to assist Task Leads in exchanging information (e.g., meeting notes, document development, and reviews) and documenting the work. Each uploaded file is described by a set of metadata to facilitate searching and sorting. Each file must be reviewed by a Derivative Classifier before it is loaded to the site. As a task is completed, the files are archived in the UGTA Technical Data Repository (TDR) for permanent storage of final records. The Website Administrator can provide access to the UGTA site and create new task sites as needed. A User's Guide is also available on the UGTA SharePoint site home page (<https://ugta.nv.doe.gov>).

4.2 EMIS

EMIS is a web-based, project management reporting system that serves as a centralized source of all information to NNSA/NFO. All final EM products—including (but not limited to) documents, plans, and presentations—must be loaded into EMIS within 10 business days of transmittal to NNSA/NFO. Presentations prepared for or on the behalf of NNSA/NFO must be uploaded into EMIS.

The EPS UGTA Integration Manager enters task schedules and monthly schedule status, and the NNSA/NFO UGTA Project Controls POC enters budgetary information for all UGTA participants into EMIS.

4.3 Task Plans/Work Authorizations

Task plans and work authorizations are developed at NNSA/NFO request before the beginning of a fiscal year and any time during the year as new scope is identified. Typically, plans are developed from the lifecycle scope, schedule, and cost baselines. As scope is identified, the EPS UGTA Project and Integration managers, with concurrence of the UGTA Federal Activity Lead, determines which participants will perform the scope based on contractual requirements, programmatic CAU closure strategies, and historical distribution of work. As new task needs are identified, specific plans are developed and incorporated into the baseline through the change control process.

For CAU-specific scope, the CAU Lead (or designee) facilitates identification of appropriate scope with the task team(s) in consultation with EPS UGTA Project and Integration managers. As scope is identified, the CAU Lead (or designee) coordinates with the Contract Managers to develop the scope and schedule portion of the proposed task plan. The CAU Lead must be cognizant of the scope before it is submitted to NNSA/NFO for consideration and approval. For non CAU-specific work (e.g., QAP, Information and Data Management), the Contract Managers identify the scope and submit the proposal to NNSA/NFO.

Once scope is identified, Contract Managers are responsible for coordinating the initiation of the work scope whether through lifecycle baseline planning, annual task planning, or monthly change control. Task plans must include scope statements; work breakdown structure identification; schedules; milestones; and resources (costs) including labor, subcontracts, travel, materials, and equipment. Plans are submitted through the NNSA/NFO change control process as described in the following subsection.

4.4 Change Control

New tasks or changes to existing tasks are subject to the NNSA/NFO change control process as well as each contractor's internal process. There are two types of change controls:

(1) NNSA/NFO-directed changes and (2) Management Reserve (MR) changes; MR changes involve only the management and operating (M&O) contractor and the EPS contractor.

NNSA/NFO-directed changes are additions to or removals from already approved contractor workscope. MR changes result from a realization of a previously identified risk or from unforeseen circumstances requiring additional effort. NNSA/NFO approves directed changes through a formal EM Change Control Board (CCB); use of MR requires only concurrence by the UGTA Activity Lead and EM Operations Manager.

At the beginning of each month, UGTA Contract Managers identify any changes that will be submitted for approval during the month. The EPS UGTA Project Manager is responsible for maintaining a current list of potential change controls on the UGTA SharePoint site. The list is updated monthly. Contract Managers are responsible for coordinating their specific change controls and, although each contractor submits separate change controls, change controls identifying work scope supporting another contractor's change control must be submitted in the same month for NNSA/NFO review and approval. NNSA/NFO-directed changes must be submitted to the Federal Activity Lead and Federal Project Controls POC for preliminary review two days before the NNSA/NFO CCB meeting. If preliminary review concludes acceptance of the change, the change must be loaded into EMIS and approved by the submitting organization by noon the day before the CCB meeting.

4.5 Kickoff Meetings

A kickoff meeting is held before the start of a significant task (e.g., work package). Led by the Task Lead, the purpose of the meeting is to present pertinent information to the team members on the scope, schedule, and process for completion. NNSA/NFO provides guidance as needed. The goals of a kickoff meeting are as follows:

- Clarify product purpose and significance, content, and process.
- Assign individual responsibilities.

- Communicate the schedule, including low-level dependencies from inception to task completion.

The following items are discussed in a kickoff meeting:

Task Scope

- Goals and objectives
- Technical approach
- Key assumptions
- Roles and responsibilities
- Key inputs/interfaces with other participants
- Key uncertainties and potential obstacles
- Expected outcomes
- Deliverables/products

Task Schedule

- Intermediate milestones
- PER
- Final product and acceptance
- Potential schedule risks

Communications

- Team meetings
- UGTA SharePoint site

4.6 Performance Reports

Each organization provides NNSA/NFO with monthly performance reports that provide progress on approved scope. The reports include narratives of work accomplished including milestones completed, variance analyses on costs and schedules and revised estimates to complete, and corrective actions for variances greater than 10 percent. Lower thresholds can be set by individual participants.

Upon receipt, NNSA/NFO reviews the reports and updates the integrated schedule for current performance. The schedule is posted on the UGTA SharePoint site (<https://ugta.nv.doe.gov/sites/Scopes%20Schedules%20and%20Milestones/default.aspx>), and a

monthly meeting is held with Contract Managers to review status of scheduled activities and identify issues between participants/tasks that may affect deliverables and milestones.

4.7 Milestones

The UGTA Activity tracks three types of milestones:

- An ***FFACO Milestone*** is an agreement between NNSA/NFO and NDEP for product delivery. The product is typically a presentation, document, or completion of field activity. Transmittal of the product to NNSA/NFO is via official letter and entered into EMIS by the contractor submitting the milestone. Presentations are status briefings on various technical topics such as modeling, drilling, and well development and testing, but they may also be scheduled based on a decision point in the UGTA strategy flowchart (Figure 3 of Section 3 of the FFACO). Documents are generally described in the FFACO and include Flow and Transport Model documents, Corrective Action Investigation Plans (CAIPs), Corrective Action Decision Document/Corrective Action Plans (CADD/CAPs), and Closure Reports (CRs). NNSA/NFO formally submits an FFACO Milestone to NDEP via letter and electronically via the UGTA SharePoint NDEP Exchange site (<https://ugta.nv.doe.gov/sites/NDEP/default.aspx>).
- An ***Internal Milestone*** is a date agreed to by the contractor and NNSA/NFO for delivery of a product to NNSA/NFO. Internal Milestone dates are set based on the integrated schedule, can include multiple contractors, and may or may not be tied to an FFACO Milestone. If tied to an FFACO Milestone, the Internal Milestone is typically set 2 to 4 weeks ahead of the FFACO milestone.
- ***Incentivized Milestones*** are Internal Milestones that have an amount of performance fee attached to them. These only apply to the EPS contractor. The contractor and NNSA/NFO negotiate Incentivized Milestones at the beginning of each fiscal year.

4.8 Technical Products

Technical products include plans, reports, papers, presentations, and other individual items such as figures and maps. The CAU or Task Lead, with the support of others, will ensure consistent, coherent, and quality deliverables to NDEP and NNSA/NFO by performing the following:

- Holding a kickoff meeting at the beginning of the task.
- Conducting team meetings as necessary to ensure coordination of work scope between participants.
- Communicating potential issues to their Contract Manager in a timely manner.

- Adopting an appropriate technical approach across each CAU (e.g., hydrostratigraphic framework models, model parameters, and software).
- Conducting reviews of the draft by the CAU Lead/key technical lead, PER committee, and/or independent technical expert.
- Ensuring that QA requirements are met.

Guidelines for major presentations (milestones/deliverables) include the following:

- Use a consistent format.
- Include an introductory summary describing presentation organization and a conclusion section.
- Perform a dry run with the technical lead and subject matter experts.
- Submit presentation made to outside organizations or the public to NNSA/NFO at least two weeks prior to allow for a review.
- Submit the final presentation to EMIS.
- Ensure presentation content is appropriate to the audience.

4.9 Preemptive Reviews

Guidelines for PERs are presented in the *Underground Test Area Preemptive Review Guidance*. PERs help maintain quality and consistency of technical work for the UGTA Activity, and provide early identification of technical issues that could affect successful implementation of the UGTA strategy. PERs are initiated per request by the CAU Lead and EPS UGTA Project Manager, and are coordinated with the Science Advisors, EPS UGTA Integration Manager, and PER Chairperson as authorized by the Activity Lead. Review goals can be variable and include review of technical briefings/presentations, review and advice on technical and programmatic issues, and formal document reviews. Review schedules are established through agreement with the CAU Lead, PER Chairperson, and EPS UGTA Integration Manager. Review objectives and guiding questions are established by the CAU Lead, PER Chairperson, EPS UGTA Project Manager and Science Advisors. The guiding questions and schedule are provided to the committee before the PER begins.

The PER Chairperson is responsible for consolidating review comments produced by the PER committee into a subset of overview comments. The overview comments must be resolved through comment/resolution and are tracked, if unresolved, in follow-on PER activities. The PER Chairperson and Science Advisors brief the CAU Lead and EPS UGTA Project Manager on the overview comments before finalizing them. This briefing is used to resolve factual issues in the review without affecting the independence of the review process. The final overview comments are submitted to the CAU Lead, EPS UGTA Project Manager, and UGTA Federal Activity Lead.

The CAU Lead coordinates comments and responses for the overview comments. The PER Chairperson will provide feedback regarding whether the PER committee agrees or disagrees with the responses. The PER Chairperson will close out the PER following comment resolution and document the review process as a QA record in the TDR.

4.10 Quality Assurance Assessments

The UGTA QAP requires participants to conduct at least one management assessment annually. UGTA Contract Managers are responsible for coordinating the scope of assessments with other participants and preparing a schedule of assessments at the beginning of the fiscal year. The schedule should state the assessment objectives and identify a completion date for the assessment process. Each organization is required to track their own issues. Issues identified from UGTA QAP assessments are tracked in AIMS, which is maintained by the EPS contractor. NFO assessments are also tracked in the Master Assessment Schedule (NNSA/NFO) and Joint Assessment Schedule (M&O contractor) databases. Issues are tracked in AIMS starting with identification, corrective action implementation, and closure. Conducting a lesson learned may be part of the process.

4.11 Issues/Concerns Management

Periodically, opinions may differ on technical or management/administrative issues. Resolution of these differences must be performed in a professional and positive manner beginning at the participant level and working up to NNSA/NFO. Issues should be brought to the attention of the CAU Lead, Task Lead, Contract Manager, EPS UGTA Project and Integration managers, or Science

Advisors at the onset to begin addressing the problem. Several avenues are available within the Activity to manage and resolve differences:

- Discuss the issue within the task team and/or in a management meeting (CAU Lead and Contract Manager meetings) to explore and implement potential options/resolutions.
- Form a topical committee to research best management practices and make recommendations.
- Perform a QA assessment to determine whether QA requirements are being met and/or identify opportunities for improvement.
- Assign the issue to a Science Advisor to make a recommendation to NNSA/NFO.

Ultimately, it is NNSA/NFO's responsibility to ensure the UGTA Activity maintains high standards in technically demanding site characterization and modeling activities, efficiently uses resources, and is implemented consistent with federal and state agreements specified in the FFACO.

5.0 *Communication Matrix*

Table 1-1 lists the primary methods for communicating performance, issues, and project information.

Table 1-1
Communication/Interface Plan Matrix
 (Page 1 of 2)

Information Exchanges	Objective	Frequency	Audience	Owner	Record
Annual Kickoff Meeting	Coordinate the fiscal year start	Annually	UGTA Federal Activity Lead, EPS UGTA Project and Integration managers, Contract Managers, CAU Leads, Science Advisors	EPS UGTA Integration Manager	Agenda Meeting notes Action items
Task Kickoff Meetings	Introduce project team. Review project objectives, milestones, and critical interfaces. Assign roles and responsibilities. Communicate schedule.	At start of critical activities	Task Team, EPS UGTA Project and Integration managers Note: Contract Managers should be copied on deliverables.	CAU Lead or Task Lead	Agenda Meeting notes Schedule Statement of work for each team member
Task Team Meetings	Review task status. Identify issues/corrective actions.	As needed	Task Team Note: Contract Managers should be copied on deliverables.	CAU Lead or Task Lead	Action items Meeting notes
UGTA Contract Manager Meetings	Discuss status of scheduled activities. Identify issues/corrective actions. Communicate project-wide information. Discuss QA, data management, and other project topics.	Monthly	Contract Managers; CAU Leads, as needed	EPS UGTA Integration Manager	Agenda Meeting notes Action items
UGTA CAU Lead Meetings	Discuss technical status/issues. Facilitate integrated approach to project execution.	Monthly	CAU Leads	Science Advisors or EPS UGTA Project Manager	Agenda Meeting notes Action items
NDEP Briefings	Report status of technical tasks. Summarize deliverables.	As needed	NNSA/NFO, Science Advisors, EPS UGTA Project and Integration managers, CAU Lead	NNSA/NFO	Presentation materials

Table 1-1
Communication/Interface Plan Matrix
 (Page 2 of 2)

Information Exchanges	Objective	Frequency	Audience	Owner	Record
PER Briefings	Communicate technical approach, assumptions, results, conclusions.	As needed	Participant technical staff, PER Committee, Science Advisors, NDEP and Nye County representatives	CAU Lead and PER Chairperson	Presentation materials Review comments Comment responses
Guidance Team/ Topical Committees	Provide recommendations relating to planning and/or providing guidance on major decisions or activities	As needed	Subject matter experts determined by the UGTA Federal Activity Lead	Guidance team or committee chairperson	Presentation materials Meeting notes White Paper or other document providing recommendations
Public Meetings	Communicating UGTA Activity status to stakeholders	As needed	Stakeholders, Participant technical staff, Science Advisors	NNSA/NFO	Presentation materials

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