

CONDITION ASSESSMENT GROUP CHARTER
(October 2008)

I. Purpose

The Condition Assessment Group is a self-directed advisory group of professionals comprised of Management and Operations (M&O) Contractors and Laboratory Operations personnel of the Department of Energy (DOE) facilities and contractors. The Group's function is to promote excellence in the use of the Condition Assessment Information System (CAIS) and CostWorks as tools to support the Condition Assessment Survey (CAS) Program, Facility Information Management System (FIMS), and Real Property Asset Management (RPAM) program requirements (e.g. Ten Year Site Plan) for the DOE and its individual sites.

II Scope

Group activities shall focus on all aspects of the CAS Program including:

- Implementation of standardized inspection methods.
- Data accumulation in the CAIS database.
- Compliance with DOE Order 430.1B.
- Interface with other DOE developed programs that can utilize the data.
- Custom cost modeling of unique assets for replacement plant value (RPV) and sustainment.
- Verification of FIMS data and asset utilization.

Exchange of information shall be facilitated through workshops, seminars, written materials, committees, and independent meetings.

III Objectives

The objectives of the Group are primarily to:

- Provide an organized method of communication for the exchange of best practices, lessons learned, technical and management information sharing, and to express the ideas, needs, and wants of the Group membership, CAIS and CostWorks users, and FIMS membership.
- Interface with similar organizations, in particular the FIMS Advisory Committee, in order to enhance operational excellence and cost effectiveness and to minimize duplication of effort.
- Development of projects and management information utilizing CAS inspection data.
- Provide feedback to DOE on CAIS, CostWorks, FIMS, and Life Cycle Costing (LCC) tools.

IV. Organization

- A. Group membership shall be open to the designated representatives of all DOE federal employees and contractors.
- B. A Group Chairperson (Chair) shall be elected for a term of two (2) years by a majority of the Group members attending the meeting.

V. Roles & Responsibilities

- A. The Chair shall:
 - a. Preside over all Group meetings.
 - b. Provide primary liaison between the Group and DOE for all Group activities.
 - c. Foster the development of ideas and suggestions for the improvement of the Group meetings, evolution of the Group scope of activities, and interface with DOE Program Managers.
 - d. Be responsible for coordination of all Group full membership meetings, and develop a tentative meeting agenda for distribution prior to the meeting.
 - e. Form special committees as necessary, using volunteers within the Group, to support Group objectives.
 - f. Maintain the official Group copy of the charter.
 - g. Conduct the non-routine business of the Group, or make emergency charter changes, which are temporary until the next full membership business meeting. All temporary Charter changes shall not exist beyond the next full membership business meeting unless approved as permanently by Charter amendment vote.
 - h. Interpret and rule on questions involving the provisions of this charter.
 - i. Provide for an orderly transition to new leadership and elections for Group officers.

- j. Maintain the official membership roster, to include mailing and e-mail addresses, and telephone and fax numbers.
- k. Coordinate and establish monthly conference calls (on or about the 2nd Wednesday), and provide sufficient notice of meetings and other activities to the membership.
- l. Forward appropriate records of all conference call, meetings, proceedings, and activities to Group members.

B. Special Committees as Required

- a. Members of the Special Committee will elect a chairperson (Chair).
- b. Chair will preside over all Special Committee meetings.
- c. Chair will establish agenda, coordinate additional conference calls or meeting, and provide formal documentation of status relating to Special Committee assignment to Chair of the Condition Assessment Group.

VI. Procedures

- A. This Charter, and all amendments to it, shall require approval by two-thirds of the attending membership at a full membership business meeting.
- B. The full Group shall meet not less than semi-annually, using an agenda-driven schedule.
- C. Special Committees will be agenda driven and meet on an as-needed basis as determined by the Chairperson. Telecommunicating and other communication alternatives shall be utilized to conserve time and resources when practical. Committee reports, after review and concurrence by the Group, will be distributed to the full Group membership and other interested parties by the Chairperson.

VII. Approval

This CONDITION ASSESSMENT GROUP Charter has been voted on in the Group business meeting on 10/23/08 and approved by two-thirds vote of the attending membership.

Testified By:

Verified By:

Steve Patterson
Group Chair

Billy Ray Johnson
Witness