



Everyone is worthy of respect
Encourage discussion



Genuinely listen
Collaborate



Respect the messenger
Have courage



Own your voice
Be kind



Fresh perspectives lead to
innovation



Encourage others to speak
Share the air



News

K. Burkett

12/17/24

Outline

- Use of Government Vehicles
- Contract Transition
- Management by Walking Around
- Budget Update
- AOB

Use of Government Vehicles

- Over the past weekend, roughly 70 government vehicles on-site were found unlocked. Some of the vehicles contained additional government property and/or credit cards.
- 16 of the vehicles left unlocked were from PPDIR
- As described in the training ([Fermilab Vehicle Operator Training](#)[FN000646/CB/01]), vehicles should be locked when not in use
- Everyone using a government vehicle must repeat the training before using a vehicle again
- Greg Stephens: “It is incumbent on us to be good stewards of government property. We must maintain our commitment to Fermilab’s mission and our government customers by upholding the highest standards of safety, security, cleanliness and operational excellence for the property we are entrusted to use.”



Rules for Operating Fermilab Vehicles

Select the play button in the video controller below to watch a video about the rules for operating Fermilab vehicles. [Click here](#) for information on using the video controller.

Additional responsibilities include:

- Ensuring all occupants wear seat belts
- Turning off engine, removing keys, and locking vehicle
- Entering mileage monthly
- Reporting issues to Vehicle Maintenance



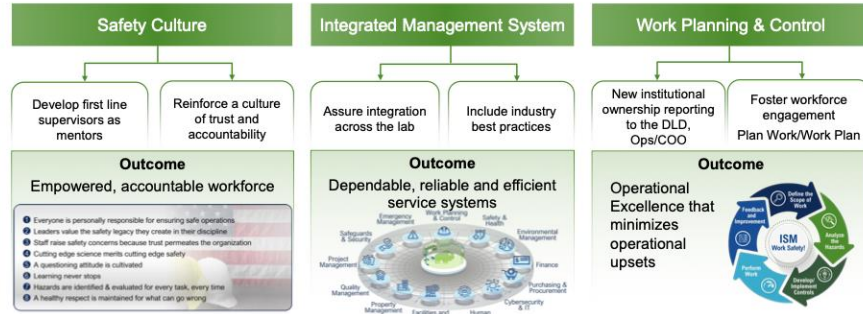
Key Video Takeaways

- Fermilab vehicles are to be used solely for official business
- Operators must:
 - Seek permission for vehicle use outside of regular work hours from Fleet Administration or Vehicle Maintenance
 - Safely operate vehicles and comply with all Federal, State and local laws and regulations
 - Ensure all occupants wear seatbelts
 - Turn off the engine when not in use, remove keys and lock vehicle
 - Report mileage monthly
 - Maintain accountability for credit cards and keys issued with the vehicle
- [Click here](#) to view prohibited activities for vehicle operators
- All accidents must be reported to Fermilab security within 24 hours
 - Contact local authorities if an accident occurs off-site
 - Notify Vehicle Maintenance immediately
 - Complete the SF-91 accident report (found in glove compartment) and return it to Vehicle Maintenance within 24 hours

Contract Transition

- Transition from FRA to FFDG was officially completed during the past week
- Thanks to everyone from PPD who helped support the transition

Overcoming operational challenges to our Mission

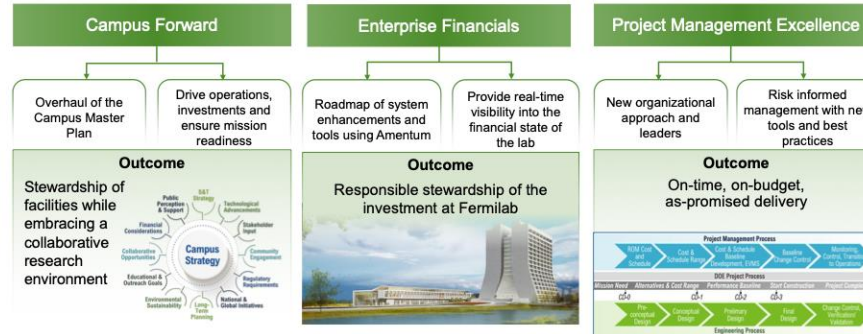


FermiFORWARD

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- Fermi Forward takes over on January 1
- Many questions still to be answered on future benefits, etc.
- Slides taken from [Jack Anderson's HEPAP talk](#)

Resolving infrastructure readiness to support the Mission



FermiFORWARD

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PEMP Scores

(October 1, 2023 – September 30, 2024)

A-	1. Mission Accomplishments (Quality and Productivity of R&D)	
B+	2. Construction and Operation of Research Facilities	
C+	3. S&T Project/Program Management	(October 1, 2022 – September 30, 2023)
C+	4. Contractor Leadership/Stewardship	A- 1. Mission Accomplishments (Quality and Productivity of R&D)
B-	5. Environment, Safety and Health	B+ 2. Construction and Operation of Research Facilities
C	6. Business Systems	B+ 3. S&T Project/Program Management
B	7. Facilities Maintenance and Infrastructure	A- 4. Contractor Leadership/Stewardship
B+	8. Security and Emergency Management	B- 5. Environment, Safety and Health
		B+ 6. Business Systems 2023 for comparison
		B+ 7. Facilities Maintenance and Infrastructure
		B+ 8. Security and Emergency Management

Management by Walking Around

- This is an *ongoing* initiative to enhance supervisor-employee engagement and communication within work areas
- Focus should be on communication, especially for the staff to communicate with supervisors
- We had good initial response, especially during the initial rollout during the safety “pause”. Since then, the number entered in the MBWA tool has gone down.
- As I said when this was first rolled out, I believe our leaders and managers were already doing a good job with this, but it was not true in every organization. The lab is tracking the reports in the MBWA tool to ensure that all organizations are meeting expectations.
- Please continue entering reports from walkthroughs in this tool and encourage your group leaders to do the same. They are not expected to document every time they visit work sites, but they should enter reports, especially when something is notable or needs to be tracked

Update on FY25 budgets

- We are still waiting for the official FY25 budget. Unlikely to get that until after the new administration and congress have been seated. Congressional leadership has reached a deal to extend the continuing resolution until March 14, but it has not been voted on yet.
- We continue to operate under provisional guidance given by HEP
- Our program support and CSS budgets are down. Please closely monitor the monthly reports put out by our finance team to verify that work and purchases are charged to the correct tasks.
- We will be held to our travel budgets. Make sure that the appropriate budget has been uploaded in all tasks where you will charge travel.
- As part of the new travel approval process, FFM's will be asked to confirm that there is budget to pay for the travel on the task code included in the TA

Winter Break Supervision

- This year's winter break spans December 21- January 5
- With all the vacation used in FY24, more people than in past years are planning to work during winter break this year
- Make sure you know what work your group will be performing, that there is adequate supervision for the work, and that all resources required to do the work safely are available

AOB

- Finance teams are being centralized under CFO
 - As of January 1, our finance people will report up through the CFO, though they will continue to support our organization
 - Details of this working relationship are still being worked out
- Director's Highlights
 - Reminder to send me important results, milestones, achievements, etc. for the Director's Weekly Highlights
 - We publish literally hundreds of papers each year and few have been mentioned because we don't write about them
- PPD weekly reports
 - We stopped the weekly reports during the reorganization but will restart them in the new year
 - As a reminder, you don't have to write everything your group did. A few brief items are useful for us to stay informed on what is happening and be prepared to communicate with lab management

Happy Holidays! (photos courtesy L. Shaddix)



BACKUP