Department of Energy
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MEMORANDUM FOR FIELD DISTRIBUTION

FROM: MICHAEL W. OWEN
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SUBJECT: Development of Site Transition Plan, Use of the Site Transition Framework, and Terms and Conditions for Site Transition

On June 16, 2004, Michael W. Owen, Director, Office of Legacy Management (LM) and Jessie H. Roberson, Assistant Secretary, Office of Environmental Management (EM) co-signed a memorandum titled "*Transition of Sites from Environmental Management.*" The memorandum described EM's and LM's expectations on site transition process and requirements. The memorandum stressed the importance of two documents: the Site Transition Plan (STP) and the Critical Decision-4 (CD-4) package. This memorandum provides additional guidance on preparation of the STP. The specific requirements for the CD-4 package are outlined in *DOE O. 413.3 Program and Project Management for Acquisition of Capital Assets* and in an EM guidance memorandum dated July 13, 2004. It is important to note that the CD-4 package documenting the end of EM's mission at the closure sites should be prepared for closure of the site and not be limited to completion of the cleanup project.

The STP represents EM and LM's joint expectations up to and including the point of programmatic transfer. This will normally be the start of the fiscal year following EM physical completion. The STP should be developed through a collaborative effort by EM and LM staff and be guided by the *Terms and Conditions for Site Transition* provided in Attachment A. Each site's plan should describe the key transition activities, including schedule, milestones, and required resources. Additional guidance on the STP is provided in Attachment B.

The *Site Transition Framework* (STF), provided in Attachment C, should be used in the development of the STP. The STF represents requirements or conditions that must be addressed before a site can be transferred from EM to LM. The STF serves as the primary tool to evaluate whether all relevant transition activities and end-point criteria have been identified.

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It should be noted that the STP and the STF are living documents that will be updated periodically as EM and LM work toward the successful transition of sites. The organization of the STP is expected to mirror the STF and the full scope of the STF is to be addressed in the CD-4 package.

Questions regarding this memorandum should be directed to Dr. Robert Goldsmith, Director, Office of Core Technical Group (EM-23) at 301/903-4954 or Dave Geiser, Director of Policy and Site Transition (LM-40) at (202) 586-8324.

3 Attachments:
Attachment A – Terms and Conditions for Site Transition
Attachment B – Site Transition Plan Guidance
Attachment C – Site Transition Framework