OFFICE OF THE DIRECTOR

TO: ASSOCIATE LAB DIRECTORS/VP, SSO, DAC
FROM: PERSIS S. DRELL
SUBJECT: APPOINTMENT OF KAREN FANT AS CHIEF ENGINEER
DATE: APRIL 21, 2011

The Laboratory Director ultimately holds all responsibility for delivery of our mission in an efficient and effective manner with the highest standards of performance. The nature of our mission relies heavily on robust engineering and technical performance. To ensure proper engineering codes, standards, practices, and conduct are executed effectively, I have created the position of Chief Engineer (CE) that reports to me in this capacity. Karen Fant is hereby appointed the first CE for SLAC for a term of three years. Karen will also continue her role as Director of the Mechanical Engineering Technical Support Division within AD Directorate. Initially, the CE will focus on common mechanical engineering matters across the lab as described below.

The Chief Engineer:
- Represents and advises the Laboratory Director and ALDs in engineering matters and in generating and promulgating engineering policies and requirements
- Is a member of the Director’s Assurance Council
- Establishes and chairs the Mechanical Engineering Coordinating Council (MECC) to determine best practices for SLAC
  - Recommends MECC membership appointment to ALDs
- Establishes mechanical engineering policies and requirements at SLAC in response to relevant standards, codes, and best practices
- Ensures and oversees the implementation of Conduct of Engineering across SLAC
- Has the primary responsibility and decision making authority for establishing and implementing the Conduct of Engineering policies and requirements for SLAC
- Has authority to designate qualified individuals as Design Authorities, or subject matter experts in certain sub-disciplines within mechanical engineering discipline. In these roles, the individuals appointed as DAs or SMEs report to the CE
- Is the final arbiter of issues related to Conduct of Engineering
- Periodically provides status reports of CE activities to the Director, ALDs, and Board of Overseers

Please join me in thanking and supporting Karen in this important role.