

# U.S. Department of Energy

Oak Ridge Office

Chapter I  
Change 6

DATE: 06/19/09

## **SUBJECT: ORGANIZATION AND FUNCTIONS - OAK RIDGE OFFICE**

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1. PURPOSE. This document contains mission and function statements of Oak Ridge Office (ORO) and assigns general responsibilities and accountability for carrying out these missions and functions. Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.
2. CANCELLATION. This document cancels ORO O 110, Chapter I, Change 5, ORGANIZATION AND FUNCTIONS - OAK RIDGE OFFICE, dated April 26, 2007.
3. APPLICABILITY. This document is applicable to the ORO Principal Staff and contains administrative information on the responsibilities of the Federal staff.
4. RESPONSIBILITIES.
  - a. The Manager, ORO, has been authorized and directed by DOE Headquarters (HQ) to:
    - (1) Take action, as necessary, to carry out the functions specified in this ORO Directive or assigned by other official Directives or communications, subject to the limitations prescribed therein.
    - (2) Enter into, approve, and take other actions with respect to any contractual arrangement, cooperative agreement, grant, loan guarantee, or interagency agreement committing the Department to the expenditure of public funds pursuant to applicable laws, policies, regulations, and procedures, and the delegation granted by the Head of Contracting Activity (HCA). Such action will include the determinations and decisions specifically authorized in Department of Energy Acquisition Regulations. However, any such transaction \$10 million and above, all loan guarantees regardless of amount, and all subcontracts \$25 million and above, will require prior approval by the HCA.
    - (3) Enter into, approve, and take such other actions as may be necessary and appropriate with respect to any other contractual arrangement, interagency agreement, cooperative agreement, or similar action committing the Department to the sale of products and services.

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INITIATED BY: HUMAN RESOURCES DIVISION

- (4) Recommend appointment of Contracting Officers (COs) and Grant Officers, as necessary, taking into consideration the Qualification Technical Standards set forth

in the Federal Acquisition Regulations, Subpart 1.6, and DOE O 541.1B,  
APPOINTMENT OF CONTRACTING OFFICERS AND CONTRACTING  
OFFICER REPRESENTATIVES.

- b. The Deputy Manager is hereby delegated the full authority vested in the Manager except where redelegation by the Manager is expressly prohibited.
- c. Principal Staff.
  - (1) Take action, as necessary, to carry out the functions assigned by this issuance, or by other official Directives or communications, subject to the limitations prescribed therein and the requirement that all further redelegations be in writing.
  - (2) Provide for the coordination of their assigned programs and/or functions with those of other ORO organizations, DOE HQ, other DOE Offices, and contractors.
  - (3) Establish and operate a system of internal control over in-house and contractor activities that safeguards Government resources, provides accurate and reliable information, and promotes operational efficiency and adherence to DOE Policies.
  - (4) Establish or recommend the organizational structure, functional assignments, guidelines, and procedures required to carry out assigned missions and/or functions.
  - (5) Direct the execution of established Departmental policies, guidelines, and procedures by subordinate organizations.
- d. Contracting Officers. ORO ACQUISITION GUIDE, Chapter 1, governs the appointment and authority of ORO COs. The authority to serve as a CO may not be redelegated.
- e. Contracting Officer's Representatives (CORs).
  - (1) Monitor contractor performance of and compliance with contract requirements; inform the CO if it appears that contract requirements will not be completed on schedule and within budget and of any changes needed in the narrative scope of work; and issue technical guidance in accordance with the technical direction clause, if any, contained in the contract.
  - (2) Monitor the administrative and funds aspects of the contract by reviewing incurred costs to determine that they are appropriately chargeable to the contract, travel and overtime to assure their necessity, and payment vouchers to confirm percentage of completion for items or services accepted under the contract.
  - (3) At the CO's request, coordinate property management matters by reviewing contractor requests for commercial or Government-furnished supplies, materials, equipment (or Government-furnished facilities), and recommend action to the CO.

- (4) Resolve technical differences by:
  - (a) Interpreting the technical requirements of the contract's scope of work for the contractor and obtaining guidance through the CO regarding controversial issues.
  - (b) Reporting to the CO all technical questions arising from the contract which cannot be resolved without increased costs, alterations, or changes to the contract's scope and recommending solutions to such problems.
- (5) Assist in closing out a contract by:
  - (a) Forwarding to the CO a written statement which (1) verifies that the contractor's technical performance is complete and that all goods and services within the authority of the COR have been delivered and accepted and (2) evaluates the contractor's performance under the contract.
  - (b) Forwarding to the CO all records and documents pertinent to the administration of the contract.
  - (c) Forwarding the following documents to the Office of Assistant Manager for Security and Emergency Management, ORO, if the contract contains classified requirements:
    - 1 Complete identity and classification of all classified material provided to the contractor for performance under the contract.
    - 2 Complete identity of all classified material generated by the contractor under the contract.
    - 3 Identity of material indicated in 1 and 2 above which is authorized to remain in the possession of the contractor.
    - 4 Certification that all classified material not authorized for retention has been returned or destroyed by the contractor as required.

5. REQUIREMENTS AND PROCEDURES.

- a. All changes to be made to this Chapter must be coordinated through the Cognizant Assistant Manager and referred to the Human Resources Division for processing.
- b. Changes that involve the movement of functions from one organization to another or the establishment of new organizations must be processed in accordance with DOE P 111.1.

6. REFERENCES.

- a. DOE P 111.1, DEPARTMENTAL ORGANIZATION MANAGEMENT\_SYSTEM, dated August 27, 1996.
- b. DOE O 541.1B, APPOINTMENT OF CONTRACTING OFFICERS AND\_CONTRACTING OFFICER REPRESENTATIVES, dated April 21, 2004.

- c. Federal Acquisition Regulation, Subpart 1.6, CONTRACTING AUTHORITY AND RESPONSIBILITIES.
- d. ORO ACQUISITION GUIDE, Chapter 1, “*Acquisition Regulation System.*”

7. DEFINITIONS.

- a. **CONTRACTING OFFICER.** An individual who has been delegated authority to make purchases, enter into, extend, modify, and terminate contracts, agreements, and grants in his/her area of responsibility.
- b. **CONTRACTING OFFICER’S REPRESENTATIVE.** An individual who has been delegated authority to represent the Contracting Officer in the administration of assigned contracts, subject to limitations prescribed by the delegating official.
- c. **PRINCIPAL STAFF.** The Principal Staff includes the Manager; Deputy Manager; Diversity Programs and Employee Concerns Manager; all Assistant Managers and their Deputies; all Office Directors; and all Division Directors and their Deputies.

8. CONTRACTOR REQUIREMENTS DOCUMENT. None.

9. ATTACHMENTS. None.