

Friday, August 20, 2004

**Milt Mail # 4**

**ASSIGNMENT OF RESPONSIBILITIES AND DELEGATION OF AUTHORITY  
FOR THE CONTRACTOR HUMAN RESOURCES FUNCTION**

The SC Site Office Managers are the single point of federal accountability for the laboratory Management and Operating contracts. In keeping with the overall OneSC design, that role and its related responsibilities carry with it accountabilities and require appropriate authority. In the case of Contractor Human Resources, DOE Order 350.1, Contractor Human Resource Management Programs, assigns responsibilities and inherent authority to the Head of Contracting Activity (HCA) and to the Head of Field Element. The Head of Field Element responsibilities under DOE Order 350.1 have already been assigned to the Site Office Managers and the Oak Ridge Manager for ORNL in the guidance provided by the Director of Science implementing the OneSC organization (see Delegations of Authority Memorandum from the Director dated March 15, 2004). This Milt Mail confirms the assignment of the responsibilities aligned with the HCA to the Site Office Managers and the Oak Ridge Manager for ORNL.

The assignment of these responsibilities and attendant authority will be exercised in compliance with the respective M&O contracts; Federal Acquisition Regulations (FAR); Department of Energy Acquisition Regulations (DEAR); policies or procedures prescribed by the Director, Office of Procurement and Assistance Management; and DOE Order 350.1. The subject matter expertise and staff support needed to fulfill this assignment will continue to be provided to the Site Office Managers primarily through the SC Integrated Support Center (ISC) (e.g. Chicago and/or Oak Ridge Offices). It is expected that the Site Office Managers and the ISC Managers will work closely to ensure the Office of Science properly manages this important aspect of our laboratory M&O contracts.

Actions that require Departmental approval above the level of the Head of Contracting Activity or Head of Field Element must be forwarded through the SC Chief Operating Officer to the approving official

Please share this within your organizations. Additional suggestions on topics for the *Milt Mail* series would be appreciated along with any other feedback.

*Milt*

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*Angie*

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