

CHICAGO R2A2 MAPPING

Organization: Management and Administration

Date: 9/12/02

<i>Roles & Responsibilities</i>	<i>Accountabilities</i>	<i>Authorities</i>	<i>SC</i>	Services Provided to							
				<i>Other Prog. Offices</i>	<i>Other HQ Offices</i>	<i>OM</i>	<i>CH Area Offices</i>	<i>GOGO</i>	<i>Other CH Offices</i>	<i>CH Employees</i>	<i>Non-CH Area Offices</i>
INFORMATION MANAGEMENT SERVICES											
1. <u>Program Planning & Management:</u>		P.L. 104-106 P.L. 105-220 P.L. 104-13 P.L. 106-398 OMB A-11 OMB A-13 OMB A-130 PPD 63 DOE P 580.1 DOE O 130.1 DOE O 200.1 DOE O 210.1 DOE O 414.1A NIST SP 800-12 NIST SP 800-14 NIST SP 800-16 NIST SP 800-26	X			X	X	X	X	X	
A. Discovery – Business Requirements	CH Information Mgmt. Advisory Group (IMAG)					X	X	X	X	X	
B. Information Architecture Development ➤ Revisions to Applications Architecture ➤ Revisions to Technical Architecture ➤ Revisions to Data Architecture ➤ Development of Information Management (IM) Plan (Strategic Plan, Five Years) ➤ Development of fiscal year Operations Plan (Budget Planning) ➤ IMAG	DOE SC CH Manager CH CIO					X	X	X	X	X	

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C. IT Policy, Procedures & Standards Development ➤ Configuration Management Program ➤ Data Base Administration ➤ Quality Assurance ➤ Software Integration Test & Acceptance ➤ Production Software Library ➤ Production Code Management ➤ Training & Rollout of Applications ➤ Section 508 Coordination	CH CIO CH CEC Audits (IG, OA, CIAC) Rehabilitation Act of 1973 DOE O 200.1 DOE O 414.1A DOE N 203.1 DOE G 200.1-1					X	X	X	X	X	
D. IT Oversight Support for Government Operated Government Owned laboratories and Area Offices.	DOE SC CH Manager					X		X			
E. Collaborate with SC on all developmental activities under the IT Architecture.	DOE SC CH Manager CH CIO		X			X	X	X	X	X	
2. <u>Cyber Security</u>		P.L. 104-106 P.L. 105-220 P.L. 104-13 P.L. 106-398 OMB A-11 OMB A-13 OMB A-130 PPD 63 DOE N 205.1 DOE N 205.2 DOE N 205.3 DOE N 205.4 DOE N 142.1 DOE G 205.1-1	X		X	X	X	X	X	X	

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		DOE G 205.2-1 DOE G 205.3.1 NIST SP 800-12 NIST SP 800-14 NIST SP 800-16 NIST SP 800-26									
A. Perform annual vulnerability risk assessments	CH Manager CH CIO Audits (IG, OA, CIAC)			X		X	X	X	X	X	
B. Update and deploy Cyber Security Program Plan (CSPP) ➤ Based on risk assessment build a Corrective Action Plan ➤ Based on risk assessment seek Certification, Network Security Officer (NSO) ➤ Based on risk assessment seek Accreditation, Chief Information Officer (CIO)	DOE CIO DOE SC CH Manager CH SSS CH CIO Audits (IG, OA, CIAC)		X			X	X	X	X	X	
C. Update and deploy disaster recovery plan and continuity of operations plans ➤ Based on risk assessment, re-evaluate and update disaster recovery and continuity of operations plans.	CH Manager CH CEC CH CIO Audits (IG, OA, CIAC)					X	X	X	X	X	
D. Ensure Computer Protection Program Representatives (CPPR) are current with Cyber issues. ➤ Provide CPPR's with current revision of CSPP and CPPR Manuals.	CH CIO CH SSS CPPM					X	X	X	X	X	

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E. Incident reporting process.	CERT CIAC OIG OCI		X			X	X	X	X	X	
3. <u>Information Technology Operations</u>		P.L. 104-106 P.L. 105-220 P.L. 104-13 P.L. 106-398 OMB A-11 OMB A-13 OMB A-130 PPD 63 DOE O 414.1A DOE N 203.1 DOE M 200.1-1	X			X	X	X	X	X	X
A. Help Desk oversight ➤ Develop Help Desk performance standards/measurements ➤ Ensure quality, timely, and accurate support is provided to the user community	CH CIO CH ACQ CH MA					X	X	X	X	X	
B. Oversight of the IT Support Contractor's other production related activities ➤ Ensure required application fixes/table maintenance are completed ➤ Ensure database administration is completed as necessary ➤ Ensure the CH Laptop Pool is being properly managed ➤ Ensure adequate support is being provided for videoconferences and	COTR CH ACQ CH MA								X		

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meet-me teleconferences												
C. Provide web technical support and advice to the web design committee	COTR Network Program Manager					X				X		
D. Internet and Portal Support	COTR Network Program Manager					X	X	X		X		
E. System Requirements Formulation <ul style="list-style-type: none"> ➤ Obtain the system owner's and users' understanding and approval. ➤ Develop system design specifications. ➤ Design the data structure and processes. ➤ Ensure system design addresses security issues. ➤ Oversee the development of in-house system design into a complete reproduction of the software application. ➤ Develop, update and maintain system documentation 	COTR Network Program Manager IMAG System Development Specialist											
F. Hardware & Software determination and acquisition <ul style="list-style-type: none"> ➤ Provide for all hardware and network software purchases for CH, building. 201, Fermi, CN and OIG. ➤ Prepare and the roll out of the IAS budget and Operational Plan. 	COTR Network Program Manager CFO									X		
G. Develop and Execute Quality Assurance Requirements <ul style="list-style-type: none"> ➤ Implementation of Service Level Agreements ➤ Quality excellence plans for each of the 	COTR CH Assistant Managers CH CIO COTR					X	X	X		X		

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life cycle area.												
H. Secure Computing (Classified & Unclassified)	CH SSS CH CIO										X	
I. Telecommunications (data, voice, etc.) ➤ Frequency Assignment Spectrum Management. ➤ Review all DOE order and policy change regarding Spectrum Management ➤ FTS 2001 Project Management ➤ FTS 2001 Billing reconciliation	CH IMS Director DOE SC Nation Telecommunications Information Administration.		X	X	X	X	X	X	X	X		
HUMAN RESOURCES												
ORGANIZATIONAL MANAGEMENT												
• Organizational Design and Management	CH Manager/HRS						X	X	X	X		
• Resources Planning	CH Manager/HRS						X	X	X	X		
• Position Management	CH Manager/HRS						X	X	X	X		
• Manpower/Ceiling	CH Manager/HRS						X	X	X	X		
• Develop processes for defining and integrating tasks across organizational units	HRS	DOE O 325.1					X	X	X	X		
• Conduct position reviews resulting from organizational restructuring efforts		DOE O 325.1					X	X	X	X		
• Develop the annual A-76/FAIR Act Inventory		FAIR Act	X		X	X	X	X	X	X		
• Serve as liaison to DOE Competitive Outsourcing Office and Functional Study Teams		FAIR Act	X		X	X	X		X			

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<ul style="list-style-type: none"> Conduct annual Human Resources Management Assessment Program (HRMAP) self-assessment in accordance with ME-5 guidelines 		HQ Guidance	X		X	X	X	X	X	X		
POSITION CLASSIFICATION												
<ul style="list-style-type: none"> Classify positions GS-15 and below 	HRS	DOE O 325.1				X	X	X	X	X		
<ul style="list-style-type: none"> Determine bargaining unit status, competitive level, FLSA status, and functional classification designation 						X	X	X	X	X		
<ul style="list-style-type: none"> Recommend classification of SES and excepted service positions to HQ 	CH Manager/HRS		X	X	X	X						
<ul style="list-style-type: none"> Implement new classification standards 	HRS				X	X	X	X	X	X		
PAY & LEAVE ADMINISTRATION												
<ul style="list-style-type: none"> Develop and implement policy on basic workweek and authorize use of alternative work schedules 	HRS	DOE O 322.1A				X	X	X	X	X		
<ul style="list-style-type: none"> Administer and process pay policies to assure maximum pay benefits 						X	X	X	X	X		
<ul style="list-style-type: none"> Determine and approve rates of pay including highest previous rate, advance in-hire rates, and pay incentives 						X	X	X	X	X		
<ul style="list-style-type: none"> Implement policy on overtime and compensatory time 						X	X	X	X	X		
<ul style="list-style-type: none"> Interpret and administer policies and Acts pertaining to paid and unpaid leave 						X	X	X	X	X		
<ul style="list-style-type: none"> Approve payment of pre-employment interview expenses 						X	X	X	X			

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STAFFING											
<ul style="list-style-type: none"> • Ensure all staffing actions are in accordance with merit principles policies and principles 	HRS	DOE O 322.1A				X	X	X	X	X	
<ul style="list-style-type: none"> • Administer policies and recommend actions to requests for recruitment, relocation, and retention bonuses 		DOE O 3300.3				X	X	X	X	X	
<ul style="list-style-type: none"> • Recommend actions pertaining to assignments outside the Department that involve training and/or career development for employees at GS-15 and below 		DOE O 3300.3				X	X	X	X	X	
<ul style="list-style-type: none"> • Recommend actions to requests for assignments outside DOE at the GS-15 level and below 						X	X	X	X	X	
<ul style="list-style-type: none"> • Administer local merit promotion plan 		DOE O 3335.1B				X	X	X	X	X	
<ul style="list-style-type: none"> • Approve the use of private sector temporaries 		DOE O 322.1A CH N 310.2				X	X	X	X	X	
<ul style="list-style-type: none"> • Approve the use of commercial recruitment firms 		CFR 572 CH N 310.2	X	X	X	X	X	X	X	X	
<ul style="list-style-type: none"> • Justify the need for Reduction-in-Force (RIF), and request approval to implement the RIF process 		CFR 300 CH N 310.2				X	X	X	X	X	
<ul style="list-style-type: none"> • Administer the local on-line recruitment process 		CFR 300 CH N 310.2	X	X	X	X	X	X	X	X	
<ul style="list-style-type: none"> • Develop and administer the following special staffing and recruitment programs: Intern Program, Student Career Employment Program, SES and Excepted Service, and Student Loan Repayment Program 		DOE O 3300.3 CH O 3335.1B									

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PERFORMANCE MANAGEMENT												
<ul style="list-style-type: none"> • Develop and implement a comprehensive Performance Management Plan for GS-15 positions and below based on HQ requirements 	CH Manager/HRS	DOE O 331.1A CH N 310.2			X	X	X	X	X	X		
<ul style="list-style-type: none"> • Ensure that rating officials conduct at least one progress review during the annual rating cycle 	HRS	CH Performance Plan				X	X	X	X	X		
<ul style="list-style-type: none"> • Provide assistance to SES members in developing performance plans 		DOE Executive Resources	X	X	X	X	X	X	X			
<ul style="list-style-type: none"> • Coordinate with SC on submission of SES performance evaluations 		DOE Executive Resources	X	X	X	X	X	X	X	X		
REWARDS AND RECOGNITION												
<ul style="list-style-type: none"> • Develop and implement program plan based on DOE requirements 	HRS	DOE O 331.1A CH N 310.2 CH O 331.1			X	X	X	X	X	X		
<ul style="list-style-type: none"> • Provides Budget staff with information on expenditures in each Program fund 		CH O 331.1 CH N 310.2			X	X			X			
EMPLOYEE HEALTH SERVICES												
<ul style="list-style-type: none"> • Ensures that positions are reviewed for potential participation in a medical evaluation-monitoring program due to occupational or environmental exposure or demands. (STS makes the final determination of employees requiring surveillance/monitoring based on levels of exposure) 	CH Manager/HRS	DOE O 3790.1B CH N 310.2				X	X	X	X	X		
GRIEVANCES												
<ul style="list-style-type: none"> • Coordinate grievance process in accordance with DOE policy guidance 	HRS	DOE O 3771.1			X	X	X	X	X	X		

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<ul style="list-style-type: none"> • Designate deciding official for employee grievances 		DOE O 3771.1 CH N 310.2			X	X	X	X	X	X	
<ul style="list-style-type: none"> • Appoint factfinders 		DOE O 3771.1 CH N 310.2			X	X	X	X	X	X	
<ul style="list-style-type: none"> • Promote the use of alternative dispute resolution (i.e., mediation) 					X	X	X	X	X	X	
SUITABILITY ADJUDICATION											
Makes suitability determinations by assuring the hire and retention of employees whose character and conduct make them suitable for Federal employment.	HRS	DOE O 3731.1			X	X	X	X	X		
Manages the drug testing program by: <ul style="list-style-type: none"> • Administering the drug testing pool 		DOE O 3792.3			X						
<ul style="list-style-type: none"> • Issuing notices to employees of testing schedule and location and identification of positions as being "testing designated positions" 					X	X	X	X	X	X	
LABOR MANAGEMENT RELATIONS											
<ul style="list-style-type: none"> • Develop and implement the Labor Management Relations Program 	CH Manager/HRS	DOE O 3710.1A CH N 310.2			X	X		X			
DISCIPLINARY AND ADVERSE ACTIONS											
Provide guidance and assistance to management in the following areas:											
<ul style="list-style-type: none"> • Determines action on failure to satisfy supervisory probationary period 	HRS	CH N 310.2				X	X	X	X	X	
<ul style="list-style-type: none"> • Issues decisions on adverse performance 		DOE O 3750.1				X	X	X	X	X	

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based actions as a result of unsatisfactory performance											
<ul style="list-style-type: none"> Issues decisions on adverse actions more severe than a suspension of 14 calendar days 		DOE O 3750.1				X	X	X	X	X	
<ul style="list-style-type: none"> Issues decisions on adverse actions less severe than a 14 day suspension 		CH N 310.2				X	X	X	X	X	
<ul style="list-style-type: none"> Issues decisions on disciplinary actions (i.e., admonishments, reprimands) 		CH N 310.2				X	X	X	X	X	
<ul style="list-style-type: none"> Approves or disapproves requests to extend the notice of proposed action, not to exceed 30 additional days, in cases of RIF or removal based on unacceptable performance 		DOE O 3750.1				X	X	X	X	X	
EMPLOYEE DEVELOPMENT											
Guide effective use of corporate training resources, and establishes more uniform and cost-effective ways of developing and conducting DOE training programs through the following training administration activities:	HRS	DOE O 360.1/CH N 310.2									
<ul style="list-style-type: none"> Conducting Needs Analyses 					X	X	X	X	X	X	
<ul style="list-style-type: none"> Developing CH policies and procedures 					X	X	X	X	X	X	
<ul style="list-style-type: none"> Developing WA budget recommendations 						X	X		X	X	
<ul style="list-style-type: none"> Monitoring Unit program and/or WA training budgets 						X	X	X	X	X	
<ul style="list-style-type: none"> Developing partnerships with M&O contractors, vendors, and other DOE and Federal agencies 						X	X	X	X	X	
<ul style="list-style-type: none"> Reviewing invoices prior to submission to CAP Center 									X	X	

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Establish policies, procedures and guidelines, and monitor participation of participants in the following programs:	CH Manager/HRS	DOE O 360.1 CH N 310.2									
• DOE and CH Mentoring Programs			X		X	X	X	X	X	X	
• CH Student Co-Op/Intern Programs					X	X	X	X	X		
• CH Clerical/Admin Support Career Dev Program						X	X	X	X	X	
• Succession Planning					X	X	X	X	X	X	
Develop CH strategy for implementing the following DOE qualification/certification programs, and facilitate employees' completion of requirements:	HRS	DOE O 360.1 DOE O 361.1 CH O 360.1 CH M 360.1-1 CH N 310.2									
• Technical Qualifications Program					X	X	X	X	X	X	
• Acquisition Career Development Program						X		X		X	X
• Financial Assistance Career Development Program						X		X		X	X
• Financial Management Development Program						X		X	X	X	X
• Project Management Career Development Program						X		X	X	X	X

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Implement performance-based process to ensure contractors develop and administer training programs that results in a well-trained and highly qualified workforce, and helps achieves objectives and business strategies in support of DOE missions in a cost effective manner. Contractor training oversight encompasses:	HRS/Area Offices	DOE O 360.1 DOE G 12.1-5 CH O 350.1										
<ul style="list-style-type: none"> • Developing Performance Measures 					X		X					
<ul style="list-style-type: none"> • Conducting Business Management Reviews 					X		X					
<ul style="list-style-type: none"> • Reviewing cost management 					X		X					
Determine expense recovery under a continued service agreement	CH Manager/HRS	DOE O 360.1 CH N 310.2				X	X	X	X	X		
Develop and implement supervisory development program for current and potential supervisors, managers, and team leaders.	HRS	DOE O 360.1 CH N 310.2			X	X	X	X	X	X		
Market programs; identify eligible participants. provide guidance and assistance to participants; coordinate selection panelists; and make recommendation to CH Manager regarding nominees						X	X	X	X	X	X	
<ul style="list-style-type: none"> • Executive Potential Program (EPP) 						X	X	X	X	X	X	
<ul style="list-style-type: none"> • Executive Leadership Program (ELP) 						X	X	X	X	X	X	
<ul style="list-style-type: none"> • Aspiring Leadership Program (ALP) 						X	X	X	X	X	X	
<ul style="list-style-type: none"> • New Leader Program (NLP) 						X	X	X	X	X	X	
<ul style="list-style-type: none"> • SES Development Program 						X	X	X	X	X	X	

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<ul style="list-style-type: none"> • Maintains a comprehensive library of course catalogs and other reference materials to assist employees' career transition 		DOE O 360.1				X	X	X	X	X	
<ul style="list-style-type: none"> • Providing organizational development services to CH Units (i.e., facilitation, non-training interventions) 		Office of Training and HRS Development Guidance				X	X	X	X	X	
EMPLOYEE CONCERNS PROGRAM											
<ul style="list-style-type: none"> • Develops and maintains policy and evaluation procedures to be used in conducting investigations. 	HRS/OMD	DOE O 442.1a DOE G 442.A-1 Inspector General Act of 1978 10 CFR 708 P.L. 100-408 P.L. 101-12 CH O 440.1A CH O 442.1 CH M 440.1A-1			X	X	X	X	X	X	
<ul style="list-style-type: none"> • Establishes and maintains a tracking system. 					X	X					
<ul style="list-style-type: none"> • Implements and directs the day-to-day operation of the Program. 						X	X	X	X	X	
<ul style="list-style-type: none"> • Maintains a 24-hour telephone hotline for accessibility and timeliness of reporting employee concerns. 						X	X	X	X	X	
<ul style="list-style-type: none"> • Coordinates the verification of corrective actions resulting from a review where such actions have been identified. 						X	X	X	X	X	
<ul style="list-style-type: none"> • Prepares quarterly reports. 					X	X					
<ul style="list-style-type: none"> • Assures CH elements communicate and distribute CH Employee Concerns Program posters throughout their office and contractor site 						X	X	X	X	X	

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RETIREMENT											
Administers the retirement program by:	HRS	USC Chapter 83 USC Chapter 84 CFR Part 831 CFR Parts 841-845 CFR Part 846.12									
<ul style="list-style-type: none"> • Providing information to and counseling employees 						X	X	X	X	X	
<ul style="list-style-type: none"> • Preparing retirement estimates 						X	X	X	X	X	
<ul style="list-style-type: none"> • Providing and processing retirement forms 						X	X	X	X	X	
BENEFITS/QUALITY OF WORKLIFE											
Provides information and counsels employees on health benefit, life insurance, long term care insurance and Thrift Savings Plan.	HRS					X	X	X	X	X	
Plans and conducts annual Health Benefit Fair						X	X	X	X	X	
Provide or contract for occupational medicine and employee assistance program counseling services	CH Mgr./HRS	DOE O 3790.1B DOE O 3792.1A				X	X	X	X	X	
Administers workers' compensation program	CH Mgr./HRS	DOE O 3790.1B CH N 310.2		X	X	X	X	X	X	X	
DOE Flex Program (telecommuting)	HRS	CH O 322.3A DOE-Flex Handbook CH O 322.1 Secy. Richardson's Memorandum dated 3/15/00									
<ul style="list-style-type: none"> • Advises managers, supervisors, and employees on the Program. 						X	X	X	X	X	
<ul style="list-style-type: none"> • Issues local guidance. 						X	X	X	X	X	
<ul style="list-style-type: none"> • Maintains records on all participants. 						X	X	X	X	X	
<ul style="list-style-type: none"> • Prepares responses to reports and data collection requests. 					X	X					

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Federal Workforce Transportation Programs											
<ul style="list-style-type: none"> • Commuter's Choice – qualified parking spaces (<i>Program on hold in HQ</i>) <ul style="list-style-type: none"> ○ Communicate Program to staff ○ Implement Program. • Fare Subsidy Program – vouchers/passes (<i>Implemented at EML</i>) <ul style="list-style-type: none"> ○ Communicate Program to staff. ○ Implement Program. 	HQ/HRS	5 U.S.C. Section 7905(b) Executive Order 13150 IRS proposed Reg. FR65, No. 181			X		X		X		
					X		X		X		
					X		X		X		
					X		X		X		
E-GOVERNMENT INITIATIVES											
Corporate Human Resources Information System (CHRIS)											
<ul style="list-style-type: none"> • HR Administration (HR Workflow, DOEInfo, QuickHire) <ul style="list-style-type: none"> ○ Implement Programs (DOEInfo, QuickHire completed; HR Workflow – 11/04/02). ○ Conduct training. ○ Provide “desk-side” assistance, where necessary. ○ Training Administration ○ Approve and process training requests via Training Workflow 	HQ/HRS	HQ DOE Guidance on CHRIS implementation			X	X	X	X	X	X	
					X	X	X	X	X	X	
					X	X	X	X	X	X	
					X	X	X	X	X	X	
					X	X	X	X	X	X	

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○ Provide assistance to employees and supervisors in inputting and approving requests					X	X	X	X	X	X		
○ Generate reports, course rosters, letters					X	X	X	X	X	X		
○ Input mass enrolments for mandatory training classes					X	X	X	X	X	X		
• Managing Competencies Module												
○ Develop employee profiles based on certification and qualification requirements							X	X	X	X		
○ Certify completion of requirements							X	X	X	X		
• Individual Development Plan (IDP) Module							X	X	X	X		
○ Assist employees in developing IDPs and utilizing automated system in Employee Self Service							X	X	X	X		
○ Assist supervisors in recommending appropriate learning activities and approving IDPs												
○ Generate reports for annual needs analysis to establish training priorities							X	X	X	X		
DOE Online Learning Center (OLC)			HQ/HRS	HQ DOE Guidance on OLC implementation								
• Market OLC as a viable alternative to formal classroom training							X	X	X	X	X	X
• Coordinate annual OLC subscription request with CH Budget and SC Working Capital Fund personnel					X		X				X	

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<ul style="list-style-type: none"> • Initialize and track employee registrations 					X	X	X	X	X	X	
ADMINISTRATIVE SERVICES											
<u>Facility Services:</u>	Operations Office Manager Customer										
• Building/Space Management						X	X	X	X		
• Office Supplies						X	X	X	X		
• Utility Service						X	X	X	X		
• Property Control						X	X	X	X		
• Government Equipment						X	X	X	X		
• Cell Phone/Pagers Management						X	X	X	X		
• Telephone Service Requests						X	X	X	X		
• Mailroom Management			<i>DOE M 573.1-1</i>								
<u>Award and Administer Office-Wide Administrative Support Contracts:</u>	Customer										
• Identify and Coordinate Office Needs						X	X	X	X		
• Negotiate and Administer Support Contract(s)						X	X	X	X		
• Contracting Officer's Technical Representative (COTR)					X	X	X	X			

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Administrative Program Management:												
<ul style="list-style-type: none"> • Directives Management • Records Management • Printing/Publishing • Forms Management • Travel Management 	Operations Office Manager	DOE O 251.1A DOE M 251.1-1A 36 CFR CH X11 DOE O 1340.1B DOE G 242.1-1 DOE O 552.1										
						X	X	X	X			
						X	X	X	X			
						X	X	X	X			
						X	X	X	X			
						X	X	X	X			
PERFORMANCE MANAGEMENT SERVICES												
Provides Contract Award Support/Service in:												
<ul style="list-style-type: none"> • Review and comment on Extend/Compete Analysis and Recommendations • Developing negotiation objectives • Drafting five-year renewal/option contract documents • Negotiating five-year renewal/option contracts • Supporting future changes and modifications to contracts 	CH Manager, CH CEC PBMC Subcommittee, Chief Operating Officer, Chief Counsel, Area Office Managers & Contracting Officers	FAR 6.302-3(a)(2)(ii) FAR 35.017 FAR 17.602(a) FAR 17.605 DEAR 970.1706-1 AL 96-09 AL 2000-08 AG - Chpts 6, 70 & 71 DOE O 542.1 CH CEC PBMC Subcommittee Charter										

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<p><u>Contract Management Support:</u></p> <ul style="list-style-type: none"> • Analyzes, interprets and issues comments on draft regulations and policies relevant to M&O contracts • Formulates CH M&O contract policy & procedures • Performance-based management policy & procedure formulation, and coordination analysis and support • Responsible for CH Order on Performance-Based Management • Provides staff support to CEC Performance-Based Management Contracting Subcommittee in coordinating performance-based management contracting activities • Serves as focal point for inquiries regarding M&O contracts; responsible for many responses • Performance analysis and evaluation support 	<p>CH Manager, Area Office Managers & Contracting Officers, CH CEC PBMC Subcommittee</p>	<p>Memo from CH Manager appointing negotiation team; FAR 15.406-1, FAR 15.406-3, DEAR 970.1504-1-1, FAR 1.4, DEAR 9.4, AL 99-05, AG – Chapter 71</p>	X		X	X	X		X		
						X	X		X		
						X			X		
									X		
						X	X				
								X			
			X		X			X			

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<ul style="list-style-type: none"> ○ Processes WFO transactions, including proposals and interagency agreements, for the Ames Area Office 											
<ul style="list-style-type: none"> ○ Provides support to other CH organizations as needed 											
<ul style="list-style-type: none"> ○ Participates in DOE working groups and contributes toward policy development and issue discussion and resolution 											
<ul style="list-style-type: none"> ● Technology Transfer Program 											
<ul style="list-style-type: none"> ○ Serves as the CH lead technology transfer program manager <ul style="list-style-type: none"> ▪ Coordinates input to DOE inquiries and reports ▪ and serves as the CH focal point for technology transfer ▪ Communicates as needed to other CH and laboratory organizations regarding DOE policy changes, inquiries, information, process implementation, etc. ▪ Arranges for periodic working group meetings and videoconferences; occasionally hosting and/or planning DOE-wide meetings ▪ Provides support and advice to other CH organizations as needed ▪ Responsible for performance-based management of technology transfer activities ▪ Analyses and interprets policies and 					X	X	X	X	X		

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<p>processes, coordinates input from others at CH, and provides comments which represent the CH position</p> <ul style="list-style-type: none"> ○ Processes CRADA transactions for the Ames Area Office ○ Actively participates on DOE-wide working groups for developing DOE technology transfer policy, implementing legislation, resolving issues, and developing/ streamlining procedures 											
<ul style="list-style-type: none"> • Responsible for the Foreign Travel order 				X		X	X				
<ul style="list-style-type: none"> • Coordinates Balanced Scorecard for Procurement 					X	X	X				
<ul style="list-style-type: none"> • Maintains Fee Data Base and provides performance results to the Office of Science 			X		X	X	X		X		
<ul style="list-style-type: none"> • Maintains the M&O Contractors in D.C. Database and coordinates renewals, reports, etc. 											
<ul style="list-style-type: none"> • Provides support in the coordination of M&O Contractor Purchase Card Program activities 					X	X	X				
<ul style="list-style-type: none"> • Provides support in the coordination of the M&O Contractor Performance System (NIH Past Performance Database) 					X	X	X				
<ul style="list-style-type: none"> • Business Clearance Review Data Submission for M&O Contracts 			X		X	X	X				
<ul style="list-style-type: none"> • Reviews and comments on draft DOE orders 			X		X	X	X				
<ul style="list-style-type: none"> • Laboratory Directed Research and Development 			X				X		X		

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<ul style="list-style-type: none"> ○ Reviews LDRD Plans ○ Provides support in communicating and implementing LDRD policy at CH 												
<ul style="list-style-type: none"> ● Reviews Make or Buy Plans 						X	X					
<ul style="list-style-type: none"> ● Reviews and provides comments for all Laboratory performance measures 							X		X			
<ul style="list-style-type: none"> ● Serves as the Subject Matter Expert in Procurement for Laboratories <ul style="list-style-type: none"> ○ Reviews measures ○ Provides support where needed 							X					
<ul style="list-style-type: none"> ● Contracting Officer responsibility for the AUI M&O contract closeout 						X	X		X			
<ul style="list-style-type: none"> ● Conducts FMFIA annual reviews for Performance Management Services functions 									X			
<ul style="list-style-type: none"> ● Contribute toward internal business planning and reviews 												
<u>Industrial Relations:</u>												
<ul style="list-style-type: none"> ● Compensation program <ul style="list-style-type: none"> ○ Systems analysis ○ Salary management plans ○ Salary administration and approvals ○ Incentive plans/reviews 						X	X		X			
<ul style="list-style-type: none"> ● Reductions in contractor employment/worker transition 						X	X		X			
<ul style="list-style-type: none"> ● Labor relations <ul style="list-style-type: none"> ○ Union contracts 							X		X			

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<ul style="list-style-type: none"> • Employee fringe benefit systems <ul style="list-style-type: none"> ○ Benefits program reviews <ul style="list-style-type: none"> ▪ Plan design and cost and ERISA compliance ○ Early-out ○ Widow benefits ○ Disability 						X	X		X		
<ul style="list-style-type: none"> • Contractor risk management program <ul style="list-style-type: none"> ○ Risk management and liability <ul style="list-style-type: none"> ▪ Automobile ▪ Medical malpractice 							X		X		
<ul style="list-style-type: none"> • Labor standards compliance <ul style="list-style-type: none"> ○ Davis-Bacon Act, the Service Contract Act, FLSA, etc. 						X	X		X		
<ul style="list-style-type: none"> • Employee relations including whistleblower 							X		X		
<ul style="list-style-type: none"> • Contractor pensions <ul style="list-style-type: none"> ○ Cost and plan design; ERISA filings 							X		X		
<ul style="list-style-type: none"> • Contractor workforce substance abuse program <ul style="list-style-type: none"> ○ Drug testing program review 							X		X		
<ul style="list-style-type: none"> • Employee Assistance Program <ul style="list-style-type: none"> ○ Program reviews 							X		X		
<ul style="list-style-type: none"> • Employment Programs <ul style="list-style-type: none"> ○ Hiring policies and practices ○ Critical Skills Initiative 							X		X		

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<u>CH Performance Analysis and Evaluation:</u>											
<ul style="list-style-type: none"> • Performance Management Planning <ul style="list-style-type: none"> Support development of balanced scorecard system of performance management ○ Support development and implementation of corporate strategic planning and performance metrics ○ Support development and evaluation of performance-based unit performance plans ○ Support development of performance-based individual performance plans and evaluation ○ Develop clear linkage between corporate performance, unit performance, and individual performance ○ Develop Performance Management Plan Maintain corporate knowledge of performance management systems trends ○ Support self assessment process ○ Support performance management training 						X	X	X	X		
<ul style="list-style-type: none"> • Performance Analysis <ul style="list-style-type: none"> ○ Support Senior Executive quarterly/annual analyses of unit and corporate performance ○ Support ad hoc corporate and unit analyses of performance 						X	X	X	X		

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<ul style="list-style-type: none"> • Performance Evaluation <ul style="list-style-type: none"> ○ Baseline performance ○ Conduct benchmarking studies of CH/DOE performance in specific areas 						X	X	X	X		
<ul style="list-style-type: none"> • Performance-Related Information Management and Technology <ul style="list-style-type: none"> ○ Support development, operation, improvement, and use of performance-related applications ○ Focal point for integration of performance-related data 						X	X	X	X		
<ul style="list-style-type: none"> • Customer Focus Program <ul style="list-style-type: none"> ○ Customer Focus Advocacy ○ Customer Focus Survey Planning and Support ○ Customer Satisfaction Data Integration and Analysis 						X	X	X	X		