

# OAK RIDGE R2A2 MAPPING

Organization: ORNL Site Office/Assistant Manager for Laboratories, LM-10

*Replacement for map 15*

<b>Roles &amp; Responsibilities</b> (per M110 with revisions/additions)
<p>Maintains responsibility for program coordination and implementation of programs and facilities at the Oak Ridge National Laboratory, Oak Ridge Institute for Science and Education, and the Thomas Jefferson National Accelerator Facility. Monitors program performance in the areas of operations, quality, safety, cost, schedule, and programmatic matters. Activities include:</p> <ul style="list-style-type: none"> <li>• Providing advice on proposed, new, or revised program assignments; the reorientation of existing assignments; and contractor-initiated recommendations;</li> <li>• Assessing contractors' ability to perform proposed work and the availability of required special facilities and technical personnel; providing technical advice on contractors' budget submissions; and assessing objectives and scope as they relate to the proposed funding, their conformity with overall program assumptions and plans, and the reasonableness of the proposed level of effort compared with other ongoing or planned programs;</li> <li>• Preparing and implementing management plans, contractors' program assignments, and funding authorizations for approved work, coordinating requirements for construction, equipment, and other resources;</li> <li>• Monitoring program/project progress by reviewing contractors' technical progress reports, participating in review and planning meetings, and communicating with the contractors' and program sponsor staff;</li> </ul>

What Does this organization do for the department?  
Is it in *direct or indirect* support of Departmental missions?

<b>Accountabilities</b> (Internal and External)
<p><b>External:</b></p> <ul style="list-style-type: none"> <li>• DOE Program Offices: (EERE, NE, FE, NNSA, SC as LPSO)</li> <li>• State of Tennessee</li> <li>• Defense Nuclear Facilities Safety Board</li> <li>• Environmental Protection Agency</li> <li>• Nuclear Regulatory Commission</li> </ul> <p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Manager, Oak Ridge Operations</li> <li>• Deputy Manager for Operations</li> <li>• ORNL Site Manager</li> <li>• Other Functional Organizations</li> </ul> <p>(Note: This part of the organization is directly accountable to the ORNL Site Office Manager)</p>

To whom is this organization accountable?  
How is accountability assured? External Review

<b>Authorities Delegated</b>	
Type	From
<p><b>Directives:</b></p> <ul style="list-style-type: none"> <li>• DOE O 412.1 Work Authorization System</li> <li>• DOE O 430.1 Life Cycle Asset Management</li> <li>• DOE O 241.1 Scientific and Technical Information Management</li> <li>• DOE O 120.1-5 Guidelines for Performance Measurements</li> <li>• DOE O 481.1B Work for Others (Non-DOE work)</li> <li>• DOE O 551.1A Official Foreign Travel</li> <li>• DOE O 350.2 Use of Facility Contractors Employees for Services to DOE in the Washington D.C. Area</li> <li>• DOE O 483.1 DOE Cooperative Research and Development Agreements</li> <li>• DOE M 483.1-1 DOE Cooperative Research and Development Manual</li> <li>• DOE O 482.1 DOE Facilities Technology Partnering Programs</li> <li>• DOE/ER-0174 User's</li> </ul>	<ul style="list-style-type: none"> <li>• DOE-HQ</li> <li>• Field Element Manager</li> <li>• HCA/Contracting Officer/COR for UT-Battelle, ORAU, and SURA contracts</li> </ul>

What authorities are vested in the organization that allows these responsibilities to be carried out?  
Appraisal?

**TYPES of DELEGATIONS:**

Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.)  
Federal Law (29CFR1910, 10CFR830, etc.)  
DOE Directives (i.e., DOE Order 521.1A)  
Interagency Agreements (i.e., State, EPA, NRC, etc.)  
Include implied Authorities

Organization: ORNL Site Office/Assistant Manager for Laboratories, LM-10

<i>Roles &amp; Responsibilities</i> (per M110 with revisions/additions)
<ul style="list-style-type: none"> <li>• Providing routine and special status reports including evaluations and recommendations on milestone accomplishments and slippages; technical problems and issues; cost-budget status; procurement and subcontracting actions; equipment design, fabrication, delivery scheduling, and testing activities; and contractor long-range plans;</li> <li>• Evaluating management and operating contractors performance for performance fee determinations;</li> <li>• Establishment, technical oversight, and closeout of direct procurements in support of DOE HQ Program Offices;</li> <li>• Management of the technical aspects of WFO programs implemented in assigned facilities;</li> <li>• Coordination and oversight of the technology transfer program, including user facilities, as it pertains to energy R&amp;D activities. Appraises ORNL's compliance with Departmental policy.</li> <li>• Functioning as principal contact for program sponsors by providing on-site technical liaison.</li> <li>• Establishing performance expectations and measures through formal correspondence with sponsors and contractor.</li> <li>• Recommending acceptance, modification, or rejection of proposals submitted by contractors by providing independent evaluation of technical considerations.</li> <li>• Assuring NEPA, safety documentation and health and safety are adequately addressed within programs and projects.</li> <li>• Evaluating contractor proposals for program and project changes.</li> </ul>

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<ul style="list-style-type: none"> <li>• DOE O 5000.1B Institutional Planning by Multi-program Laboratories</li> <li>• DOE O 413.3 Program and Project Management for the Acquisition of Capital Assets</li> <li>• DOE O 541.1 Appointment of Contracting Officers and Contracting Officers Representatives</li> <li>• DOE O 540.4 Integrated Safety Management</li> <li>• DOE O 450.5 Line ES&amp;H Oversight</li> <li>• DOE O 414.1A Quality Assurance</li> <li>• DOE O 420.1 Facility Safety</li> <li>• DOE N 142.1, DOE P 142.1 Unclassified Foreign Visits and Assignments</li> <li>• DOE O 2300.1b Audit Resolution and Follow Up</li> <li>• DOE O 221.2-3 Cooperation with the Office of Inspector General</li> <li>• DOE O Auditing of Programs and Operations</li> </ul>	

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Organization: ORNL Site Office/Assistant Manager for Laboratories, LM-10

<i>Roles &amp; Responsibilities</i> (per M110 with revisions/additions)
<ul style="list-style-type: none"> <li>Analyzing financial status of programs and projects as compared with program directives to determine impacts of current or changing status.</li> <li>Recommending management arrangements and contractual methods for program and projects.</li> <li>Evaluating contractor performance against performance criteria.</li> <li>Providing leadership, coordination, and utilization of the matrix management system for program support efforts.</li> <li>Representing the COR in program specific interaction and liaison with sponsors, contractors, and internal and external organizations.</li> <li>Assisting in the development and acquisition of new programs that are supportive of the core competencies of the respective government facility.</li> <li>Coordinating direct technical procurements with non-prime contractors in support of assigned mission area.</li> <li>Anticipating major problems, recognizing future program needs, and identifying areas for improvement.</li> <li>Assuring the contractor is addressing ES&amp;H and business requirements.</li> <li>Participating in the Site Office Operational Awareness Program.</li> <li>Serving as the DOE field expert for the program and project activities.</li> <li>Reviewing and evaluating the progress, achievements, and problems in the operational efforts of contractors.</li> <li>Validates contractor performance against contractual performance measures and makes recommendations for performance measure development and evaluation.</li> </ul>

<i>Accountabilities</i> (Internal and External)
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<i>Authorities Delegated</i>	
<i>Type</i>	<i>From</i>
<ul style="list-style-type: none"> <li>DOE O 2340.1 Coordination of General Accounting Office Activities</li> <li>DOE O 221.1 Reporting Fraud, Waste, and Abuse to the Office of Inspector General</li> </ul>	

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What Does this organization do for the department?  
Is it in *direct or indirect* support of Departmental missions?

To whom is this organization accountable?  
How is accountability assured? External Review

Organization: ORNL Site Office/Assistant Manager for Laboratories, LM-10

<i>Roles &amp; Responsibilities</i> (per ORO Manual 110)
<ul style="list-style-type: none"> <li>• Reviews and evaluates contractor long-range plans, overhead budget submittals, and proposed construction projects to determine conformance with assumptions, DOE strategic plans, program budget, policies, priorities, and overall impact to laboratory operations.</li> <li>• Performing duties and responsibilities as outlined in the Memorandum of Agreement with the Office of Science and the Office of Nuclear Energy on High Flux Isotope Reactor operation.</li> <li>• Manages the University Program (precollege, college, co-op graduate, postgraduate, etc.) and other education and training programs (e.g. Historically Black Colleges and Universities, Minority Education Institutions, etc.)</li> <li>• Administers the Interagency Agreement with the National Oceanic and Atmospheric Administration for operation of the Atmospheric and Turbulence Diffusion Division.</li> <li>• Coordinates Site Office Human Subject Research responsibility.</li> <li>• Maintains responsibility for program implementation of production projects (currently includes Stable and Radioactive Isotopes Production, Building 3019, and the Radioisotope Power Systems Program) and appropriate oversight of operations.</li> <li>• Manages the ORNL isotope sales and distribution program.</li> <li>• Serves as interface for the Site Office with the Defense Nuclear Facilities Safety Board.</li> <li>• Establishes Project Control Mechanisms.</li> </ul>

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**Organization ORNL Site Office/Assistant Manager for Laboratories, LM-10**

<i>Roles &amp; Responsibilities</i> (per ORO Manual 110)
<ul style="list-style-type: none"> <li>• Directs the activities of matrix support from ORO corporate organizations including the Office of assistant manager for ES&amp;H, the Chief Financial Officer, and the office of assistant manager for administration</li> <li>• Serves as alternate COR for the ORNL management and operating contract (Internal)</li> <li>• Insures that DOE actions support efficient, effective, and appropriate business and operating practices at ORNL and ORISE</li> <li>• Provides operational support to DOE staff and oversight of contractor activities involving ORNL and ORISE</li> <li>• Serves as senior technical adviser to the ORNL Site Manager on operational issues (Internal)</li> <li>• Ensures that the institutional infrastructure can support current and future DOE mission requirements</li> <li>• Provides program coordination and oversight for infrastructure programs which include: Utilities, maintenance, waste packaging and transportation, telecommunications, and general plant project/general purpose facility projects</li> </ul>

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**Organization ORNL Site Office/Assistant Manager for Laboratories, LM-10**

<b>Roles &amp; Responsibilities</b> (per ORO Manual 110)
<ul style="list-style-type: none"> <li>• Maintains responsibility for project management in accordance with the DOE order 430.1, for DOE headquarters sponsored projects at ORNL and ORISE</li> <li>• Coordinates the budget and provides proper oversight for landlord programs, including GPP, multi program GPF projects, Life Cycle Asset Management, condition asset survey, and In-House Energy Management, and site development plans</li> <li>• Facilitate coordination between site contractors to ensure disruptions caused by operations are minimized</li> <li>• Coordinates response to external oversight entities including the Office of Inspector General, the General Accounting Office, and congressional inquiries</li> <li>• Coordinate site office activities in response to employee concerns</li> <li>• Serves as site office lead for annual contractor's overhead budget review (Int.)</li> <li>• Serves as Site Office lead for the annual budget submission (Int.)</li> <li>• Ensures that business matters are appropriately communicated and coordinated with site office staff</li> <li>• Processes Freedom of Information Act requests directed to the site office (Int.)</li> <li>• Coordinates directives management process activities w/in the site office (Int.)</li> </ul>

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<ul style="list-style-type: none"> <li>• DOE O and P 413.3 Program and Project Management for the Acquisition of Capital Assets</li> <li>• Administers the support services and technical assistance contracts in support of ORNL Site office program</li> <li>• As technical information officer, serves as the principal operations office point of contact and assistant to /liaison with the DOE Office of Scientific and Technical Information and DOE headquarters regarding the scientific and technical information program</li> <li>• Ensures the establishment and maintenance of the institutional operating envelope for Oak Ridge National Laboratory and ORISE</li> <li>• Coordinates the Oak Ridge National Laboratory contractor evaluation process</li> <li>• Coordinates ES&amp;H audits and appraisals</li> <li>• Ensures ORNL site office staff is appropriately trained for emergency response and the contractor has made adequate provisions to handle all emergency situations (Int.)</li> <li>• Coordinates establishment and revisions to the formal institutional operating envelope within which all site and facility operations will take place</li> <li>• Coordinates the site office operational awareness program</li> </ul>

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<i>Roles &amp; Responsibilities</i> (per ORO Manual 110)
<ul style="list-style-type: none"> <li>• Provides ES&amp;H and Q subject matter expert assistance and support to Site office staff. Identifies necessary resource support from ORO matrix organizations. Establishes priorities and identifies tasks for execution by assigned ES&amp;H matrix personnel</li> <li>• Provides oversight to of contractor self assessment programs, corrective actions planning, and implementation</li> <li>• Overseas contractor compliance with Clean Air Act; Clean Water Act; National Environmental Policy Act; Comprehensive Environmental Response, Compensation, and Liability Act; Resource Conservation and Recovery Act; Toxic Substance Control Act of 1976; other federal and state environmental laws; environmental incident notification and reporting requirements; and environmental radiological requirements of the DOE</li> <li>• Serves as the point of contact for ORO and the contractors for coordination of issues /actions involving safeguards and security and counter intelligence programs</li> <li>• Serves as alternate derivative classifier for the site office</li> <li>• Serves as subject matter expert on occurrence reporting</li> </ul>

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Organization ORNL Site Office/Assistant Manager for Laboratories, LM-10

<i>Roles &amp; Responsibilities</i> (per ORO Manual 110)
<ul style="list-style-type: none"> <li>• Provides program oversight in coordination of the environment, safety, health, and quality programs</li> <li>• Administers the international cooperative program which involves the visits of non United States citizens as guests, employees, or consultants; foreign travel by DOE and contractor personnel; assignment of ORO contractor personnel for research or training in foreign countries; participation by DOE and contractor personnel in international conferences; and provision of miscellaneous services, the equipment, consultants, and /or advisers, to foreign countries</li> <li>• Establishes support agreements with ORO matrix organizations as necessary to support Operations activities</li> <li>• Provides oversight of contractor self assessment programs</li> <li>• Interfaces with the general public and special interest groups on facility activities</li> <li>• Provides facility oversight for Category 1, 2, and 3 nuclear facilities and accelerators through Facility Representatives</li> </ul>

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<i>Roles &amp; Responsibilities</i> (per ORO Manual 110)
<ul style="list-style-type: none"> <li>• Manages personnel resources in Site Office. Examples include:               <ul style="list-style-type: none"> <li>○ Federal staff hiring and training, labor relations</li> <li>○ Manages budget for site office staff, support services, travel and training</li> <li>○ Requests federal employee security clearances</li> <li>○ Implements federal EEO, AA, diversity and employee concerns programs for staff in Site Office</li> </ul> </li> </ul>

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