

# OAK RIDGE R2A2 MAPPING

replacement for Maps 31-37

## Organization Information Resources Management Division (page 1 of 5)

<b>Roles &amp; Responsibilities</b> (per ORO Manual 110)
<p><u>General</u></p> <ul style="list-style-type: none"> <li>○ Develop, coordinates, and administers ORO-wide technical standards, guidelines, and procedures for the management of ORO and oversight of contractor Information Technology (IT) programs, including computing, telecommunications, and information services. Also includes management of federal facilities used by federal staff.</li> <li>○ Functional oversight of contractor's programs designed to execute these policies, technical standards, and procedures. Periodically appraise contractor performance.</li> </ul>

<b>Accountabilities</b> (Internal and External)
<ul style="list-style-type: none"> <li>○ HQ Office of Chief Information Officer (CIO)</li> <li>○ Office of Science, CIO</li> <li>○ Manager, Oak Ridge Operations (ORO)</li> <li>○ Line Manager's/Contracting Officer's Representatives (COR)</li> <li>○ Office of Management and Budget (OMB)</li> <li>○ National Archives and Records Administration (NARA)</li> <li>○ National Telecommunications and Information Administration (NTIA)</li> <li>○ National Security Agency (NSA)</li> <li>○ Inspector General (IG) and General Accounting Office (GAO) audits</li> <li>○ Procurements and Contracts Division Contracting Officers (CO)</li> <li>○ Joint Committee on Printing</li> <li>○ Government Printing Office</li> <li>○ U.S. Postal Service</li> <li>○ Army Corp of Engineers (FUSRAP clean-up sites)</li> <li>○ National Institute of Standards and Technology (NIST)</li> <li>○ General Services Administration (GSA)</li> <li>○ Office of Environmental Management CIO</li> <li>○ NNSA CIO</li> <li>○ Chief Financial Officer</li> <li>○ Assistant Manager for Administration</li> <li>○ Congress (General Plant Projects Line Item Funding)</li> <li>○ General Services Administration (GSA)</li> <li>○ General Public (Property Owners adjacent to DOE facilities)</li> <li>○ State and Local Government Agencies</li> <li>○ Emergency Management Program Office (ORO)</li> <li>○ Repeater Site Users (TEMA, FEMA, NOAA, Law Enforcement)</li> <li>○ Property Management, Procurement and Contracts Division (ORO)</li> <li>○ Albuquerque Operations Office (MOA)</li> <li>○ NNSA</li> <li>○ Environmental Protection Agency (EPA)</li> </ul>

<b>Authorities Delegated</b>	
<b>Type</b>	<b>From</b>
<ul style="list-style-type: none"> <li>○ DOE Order 200.1, Information Management Program</li> <li>○ DOE Order 200.1.1., Telecommunications Security Manual</li> <li>○ DOE Radio Procedures Guide</li> <li>○ NTIA Manual of Regulations and Procedures for Federal Radio Frequency Management</li> <li>○ Communications Security Publications of the NSA</li> <li>○ Certified TEMPEST Technical Authority (CTTA)</li> <li>○ Communications Security Manager for Oak Ridge</li> <li>○ DOE Order 471.2, Technical Security Countermeasures</li> <li>○ DOE M 1340.1B, Management of Public Communications, Public Scientific, technical and Engineering Publications</li> <li>○ Joint Committee on Printing Guidelines and Regulations</li> <li>○ OMB Circular A-11, Report on Information Technology to OMB</li> <li>○ OMB Circular A-130, Mgm't of Federal IRM</li> <li>○ 36 Code of Federal Regulations, Title 18 and 44, and Chapter XII USC (Records)</li> <li>○ Clinger-Cohen Act, (Information Technology Management Reform Act)</li> <li>○ Freedom of Information Act</li> <li>○ Federal Records Act 1950</li> <li>○ Paperwork Reduction Act</li> <li>○ Government Performance and Results Act (GPRA)</li> </ul>	<ul style="list-style-type: none"> <li>○ HQ</li> <li>○ Other Federal Agencies</li> <li>○ Office of CIO</li> <li>○ General Services Administration</li> <li>○ Oak Ridge Operations</li> <li>○ OMB</li> <li>○ Office of the President</li> <li>○ Chief Financial Officer</li> </ul>

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

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

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.)  
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# OAK RIDGE R2A2 MAPPING

Organization Information Resources Management Division (page 2a of 5)

<i>Roles &amp; Responsibilities</i> (per ORO Manual 110)
<p><u>Telecommunications</u></p> <ul style="list-style-type: none"> <li>○ Coordinate, plan, define, and implement guidelines and procedures for the management, acquisition, and operation of all ORO and contractor IT resources.</li> <li>○ Approve or disapprove proposals or requests exceeding contractor's established thresholds.</li> <li>○ Approve contractor proposals for the installation of new telecommunications facilities or major modifications to existing facilities.</li> <li>○ Manage, plan, and approve ORO COMSEC requirements; Secure Information Exchange (SIMEX) data transmission facilities within ORO; the Telecommunications Emissions Security (TEMPEST) program; and administer and coordinate the protected distribution systems (PDS).</li> <li>○ Serve as COR(s) for the Oak Ridge Federal-Integrated Communications Network and the Telecommunications support services contract.</li> <li>○ Manage reservation wide telecommunications systems including 5ESS telephone switch, Emergency 911, conference bridge, voice mail, special circuits, and telecommunications management system.</li> <li>○ Manage Operations and Maintenance of the on-site telecommunications system. This includes the operators, service order center, switch technicians, and field technicians.</li> <li>○ Provide planning, policy, and management oversight services in support of the ORO/DOE missions that depend on the radio spectrum as well as other business functions that rely on wireless technology solutions.</li> <li>○ Act as the Spectrum Manager for ORO which is a critically important Program in DOE. Manage the licenses used in support of every business line within OR. Perform the appropriate studies to determine optimal solutions then coordinate with the appropriate personnel to obtain certification from the National Telecommunications and Information Administration (NTIA).</li> </ul>

<i>Accountabilities</i> (Internal and External)
<p>(See Page 1)</p>

<i>Authorities Delegated</i>	
<i>Type</i>	<i>From</i>
<p>(Continued from page 1)</p> <ul style="list-style-type: none"> <li>○ DOE Order 205.1, Unclassified cyber Security Program</li> <li>○ DOE Order 413.3, Program and Project Management for acquisition of Capital Assets</li> <li>○ Executive Order 13011, July 1996, Federal Information Technology</li> <li>○ Executive Order 13103, Computer Software Piracy</li> <li>○ DOE M 5632.1, Protection and Control of Safeguards and Security Interests</li> <li>○ DOE M 473.1-1, Physical Protection Manual</li> <li>○ GSA Preventive Maintenance of Real Property Management and Safety Standards</li> <li>○ DOE N 205.3, Password Generation and Use</li> <li>○ DOE N 203.1, Software Quality Assurance</li> <li>○ DOE O 430.1A Lifecycle Asset Management</li> <li>○ DOE 4320.2A, Capital Management Asset Management</li> <li>○ ORO O 430, Chapter 1, Lifecycle Asset Management</li> <li>○ CFR Title 48 (FAR), Chapter 9 (DEAR)</li> <li>○ Section 508 of the Rehabilitation Act</li> <li>○ Government Paperwork Elimination Act</li> </ul>	<p>(See page 1)</p>

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# OAK RIDGE R2A2 MAPPING

Organization Information Resources Management Division (page 2b of 5)

<b>Roles &amp; Responsibilities</b> (per ORO Manual 110)
<p>(Telecom cont)</p> <ul style="list-style-type: none"> <li>○ Appraise contractor management of IT management programs.</li> <li>○ Responsible for external connectivity for the Oak Ridge Reservation. These connections include external dial tone, FTS 2001, DOENet, DOEEN, ES Net, as well as various other external connections supporting program missions.</li> <li>○ Coordinate, plan, define, and implement guidelines, technical standards, and procedures for the management, acquisition, and operation of all ORO, contractor and site IT resources. Approve or disapprove proposals or requests exceeding contractor's established thresholds.</li> <li>○ Coordinate the development and approval of ORO and contractor IT planning documents through appropriate Departmental Program elements.</li> <li>○ Responsible for the internal ORO IT program; formulate goals, strategies, and plans.</li> <li>○ Manage IT services including pagers, cellular phones, calling cards, video conferencing, CATV, CCTV, EMWIN, keyless access system, security alarm system, fire alarm system, wireless data systems and wireless communication systems.</li> <li>○ Ensure that IT activities are carried out consistent with laws and regulations.</li> <li>○ Develop and maintain a site strategic IT plan that is fully integrated with the Department.</li> <li>○ Establish, implement, and execute effective and consistent processes for selecting, managing and evaluating IT capital investments for programmatic, administrative, business support and scientific and technical requirements to support Departmental strategic objectives and goals.</li> <li>○ Execute IT Performance Assessments, including measuring customer satisfaction, monitoring and measuring IT project development and integration, defining and selecting effective performance measures, and managing IT reviews and oversight processes.</li> </ul>

<b>Accountabilities</b> (Internal and External)
<p>(See Page 1)</p>

<b>Authorities Delegated</b>	
<i>Type</i>	<i>From</i>
<p>(continue from page 2a)</p> <ul style="list-style-type: none"> <li>○ Office of Science CIO Implementation Plan</li> <li>○ DOE Information Management Strategic Plan</li> <li>○ DOE Guide to IT Capital Planning and Investment</li> <li>○ DOE Enterprise Architecture</li> <li>○ DOE CIO Information Technology Standards Management Plan</li> <li>○ DOE Budget Formulation Handbook</li> <li>○ CFO Field Budget Call</li> <li>○ OMB Circular A-11, Motor Vehicle Reporting Requirements</li> <li>○ Executive Order 13101, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition</li> <li>○ Executive Order 13123, Greening the Government through Energy Management</li> <li>○ Executive Order 13149, Greening the Government through Federal Fleet and Transportation Efficiency</li> <li>○ 36 CFR, Historical Preservation</li> <li>○ 50 CFR, Endangered Species</li> <li>○ 41 CFR, Federal Property Management</li> <li>○ GSA Building Delegation</li> </ul>	<p>(See page 1)</p>

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# OAK RIDGE R2A2 MAPPING

Organization Information Resources Management Division (Page 2c of 5)

<b>Roles &amp; Responsibilities</b> (per ORO Manual 110)
<p>(Telecom, Con't)</p> <ul style="list-style-type: none"> <li>○ Direct oversight as Contracting Officer's Representative (COR) for all Telecommunications support service contract activities, to include information engineering, ORO telecommunications operations, process engineering, enterprise IT asset management, and end user services.</li> <li>○ Provide direction concerning pre- and post-award IT contract management.</li> <li>○ Direct and implement the acquisition of information technology resources consistent with Federal procurement and acquisition regulations and established industry best practices.</li> <li>○ Provide advice, representation, and analyses relating to corporate information and business system issues and initiatives.</li> <li>○ Participate in the decision-making, policy making process and budget formulation and execution process.</li> <li>○ Perform, manage, and oversee Departmental mandated efforts.</li> <li>○ Appraise site and contractor management of telecommunications management programs.</li> </ul>

<b>Accountabilities</b> (Internal and External)
<p>(See page 1)</p>

<b>Authorities Delegated</b>	
<i>Type</i>	<i>From</i>
<p>(continue from page 2b)</p> <ul style="list-style-type: none"> <li>○ CG-SS4 (Security Handbook)</li> <li>○ Executive Order, Greening the Government</li> <li>○ Tennessee Code 46, Cemeteries</li> <li>○ 29 CFR, Occupational Safety and Health Administration (OSHA)</li> <li>○ 23 CFR, National Bridge Inspection Standards (NBIS)</li> <li>○ Resource Conservation and Recovery Act (RCRA)</li> <li>○ DOE Order 430.2A, Departmental Energy and Utilities Management</li> <li>○ American with Disabilities Act</li> <li>○ Randolph-Shepard Act, Vending</li> <li>○ Telecommunications Act of 1996</li> <li>○ DOE Order 440.1A, Worker Protection Management</li> <li>○ Clean Air Act</li> <li>○ Clean Water Act</li> <li>○ National Environmental Policy Act (NEPA)</li> <li>○ Service Contract Act</li> <li>○ DOE Order 232.1A, Occurrence Reporting and Processing of Operations Information</li> <li>○ DOE Order 430.1A, Life-Cycle Asset Management</li> </ul>	<p>(See page 1)</p>

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# OAK RIDGE R2A2 MAPPING

Organization Information Resources Management Division (page 3a of 5)

<b>Roles &amp; Responsibilities</b> (per ORO Manual 110)
<p><b>Computing</b></p> <ul style="list-style-type: none"> <li>○ Act as principal information management advisor to Oak Ridge Operations (ORO) senior management.</li> <li>○ Coordinate, plan, define, and implement guidelines, technical standards, and procedures for the management, acquisition, and operation of all ORO, contractor and site computing resources. Approve or disapprove proposals or requests exceeding contractor's established thresholds.</li> <li>○ Coordinate the development and approval of ORO and contractor information technology (IT) planning documents through appropriate Departmental Program elements.</li> <li>○ Ensure that information management and technology activities are carried out consistent with laws and regulations, including the Paperwork Reduction Act of 1995, Clinger-Cohen Act, Office of Management and Budget (OMB) Circular A-130, and OMB Circular A-11.</li> <li>○ Develop and maintain a site strategic information management plan that is fully integrated with the Office of Science (SC)-wide and Departmental Information Management Strategic Plan.</li> <li>○ Establish, implement, and execute effective and consistent processes for selecting, managing and evaluating IT capital investments for programmatic, administrative, business support and scientific and technical requirements to support Departmental strategic objectives and goals. Includes development of the ORO and contractor IT portfolio (long range plan for OMB) and coordination/consolidation of the contractor's documents.</li> <li>○ Execute IT Performance Assessments, including measuring customer satisfaction, monitoring and measuring IT project development and integration, defining and selecting effective performance measures, and managing IT reviews and oversight processes.</li> <li>○ Apply techniques/models of quality improvement, organizational development and change, and process management and control to IT projects.</li> <li>○ Direct the establishment, implementation, and maintenance of a comprehensive and effective site cyber/computer security program.</li> <li>○ Manage the internal ORO computing program; formulate goals, strategies, and plans.</li> </ul>

<b>Accountabilities</b> (Internal and External)
<p>(See Page 1)</p>

<b>Authorities Delegated</b>	
<i>Type</i>	<i>From</i>
<p>(Continue from 2c)</p> <ul style="list-style-type: none"> <li>○ Enabling legislation for AEC, ERDA, and DOE</li> <li>• Department of Energy (DOE) Organization Act</li> <li>• Executive Orders. i.e., E.O. 12931</li> <li>• Office of Federal Procurement Policy Act (OFPP)</li> <li>• Procurement Integrity Act</li> <li>• Small Business Act</li> <li>• Competition in Contracting Act (CICA)</li> <li>• Federal Acquisition Reform Act (FARA)</li> <li>• DOE Acquisition Guide</li> <li>• DOE Acquisition Letters</li> <li>• DOE Order 541.1A</li> <li>• DOE Order 361.1</li> <li>• DOE Orders - other</li> <li>• Financial Assistance Regulations (10CFR 600, 605)</li> <li>• Public Laws, i.e., P.L. 102-484 for Community Reuse Organizations</li> <li>• Delegation of Contracting Officer Authority from HQ Procurement Executive to Manager, ORO</li> <li>• Delegation of Contracting Authority from Manager, ORO, to P&amp;C Division Director</li> <li>○ SBA MOU</li> </ul>	<p>(See page 1)</p>

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Organization Information Resources Management Division (page 3b of 5)

<b>Roles &amp; Responsibilities</b> (per ORO Manual 110)
<p>(Computing, Con't)</p> <ul style="list-style-type: none"> <li>○ Direct oversight as Contracting Officer's Representative (COR) for all IT support service contract activities, to include information engineering, ORO computer network operations, process engineering, enterprise IT asset management, and end user services.</li> <li>○ Provide direction concerning pre- and post-award IT contract management.</li> <li>○ Direct and implement the acquisition of information technology resources consistent with Federal procurement and acquisition regulations and established industry best practices.</li> <li>○ Manage E-Government/Electronic Business/Electronic Commerce strategic business issues and changes.</li> <li>○ Provide advice, representation, and analyses relating to corporate information and business system issues and initiatives.</li> <li>○ Participate in the decision-making, policy making process and budget formulation and execution process.</li> <li>○ Perform, manage, and oversee Departmental mandated efforts.</li> <li>○ Appraise site and contractor management of computing management programs.</li> <li>○ Implement an Enterprise Architecture Program to ensure compliance with OMB A-130 and the Clinger-Cohen Act by promoting standard architectural practices, providing a framework for corporate systems modernization, and establishing an information architecture vision aligned with the Department's strategic goals.</li> <li>○ Participate in the Departmental, Office of Science and other Lead Program Secretarial Office CIO Councils, representing ORO IM/IT plans and activities.</li> <li>○ Encourages/assist in the establishment (or operation) of the ORO IT Board with membership of senior ORO managers.</li> </ul>

<b>Accountabilities</b> (Internal and External)
<p>(See page 1)</p>

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<i>Type</i>	<i>From</i>
<p>(See pages 1, 2a, b, c, and 3a)</p>	<p>See page 1)</p>

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# OAK RIDGE R2A2 MAPPING

Organization Information Resources Management Division (page 3c of 5)

<b>Roles &amp; Responsibilities</b> (per ORO Manual 110)
<p>(Continue from page 3b)</p> <ul style="list-style-type: none"> <li>○ Manage and implement a secure, reliable network capable of supporting the varying mission requirements of ORO. This includes administration of ORO's diverse computing network, domain and firewall configuration and operation, network account management, ORO components of DOENet, and other cyber-security issues related to ORO's network infrastructure</li> <li>○ Report on ORO, site and contractor IT activities in accordance with SC corporate, Departmental and/or external reporting requirements.</li> <li>○ Responsible for interfacing with external networks that connect to the Oak Ridge Reservation (ESNet, DOE Corporate Net, EMnet) to ensure security, consistency, and interoperability.</li> <li>○ Define, coordinate and implement solutions to computing and networking issues (both programmatic and technical) that effect and cross-cut the entire Oak Ridge reservation infrastructure</li> </ul>

<b>Accountabilities</b> (Internal and External)
<p>(See page 1)</p>

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Organization Information Resources Management Division (page 4 of 5)

<b>Roles &amp; Responsibilities</b> (per ORO Manual 110)
<p><u>Information Services</u></p> <ul style="list-style-type: none"> <li>○ Develop plans, guidelines and procedures for the ORO and contractor records, printing, micrographics, and mail programs including compilation of required statistical reports.</li> <li>○ Manage the ORO and oversee the contractor printing, graphics, photocopying, mail and forms management programs, including approving/disapproving proposals for new equipment or systems.</li> <li>○ Perform liaison responsibilities between Oak Ridge, HQ, the U.S. Post Office, and other Federal and civilian agencies.</li> <li>○ As ORO Records Manager, evaluate contractor programs in all areas to determine DOE Directives compliance and cost efficiency.</li> <li>○ Perform records management training as needed.</li> <li>○ Manage closeout of contractor records management programs as necessary.</li> <li>○ Develop appraisal objectives and performance criteria and perform onsite surveys, prepare appraisal reports, and assure corrective actions are taken on findings.</li> <li>○ Managing a records holding area; developing records disposition schedules; coordinate with the General Services Administration (Regional and National Archives Programs) on the disposition of permanent records; and retrieving records to respond to request for Freedom of Information Act, litigation, health issues and long term stewardship.</li> <li>○ Managing a central mail room, centralized reproduction center, and administer forms control system.</li> <li>○ Serve as COR for ORO's Administrative support services contract.</li> <li>○ Interpret HQ policies applicable to ORO.</li> <li>○ Plan, perform, and coordinate analytical studies, ORO and contractors, regarding creation, maintenance and disposition of federal records.</li> </ul>

<b>Accountabilities</b> (Internal and External)
(See page 1)

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<p><u>Facilities Management</u></p> <ul style="list-style-type: none"> <li>○ Provide facility management support for ORO organizations located in the Oak Ridge area.</li> <li>○ Operating the DOE Motor Pool in the Oak Ridge area, including scheduling of the fleet, coordination of maintenance, and planning for replacement.</li> <li>○ Serves as a central point for requisitioning office equipment, and arranges for office equipment maintenance as necessary.</li> <li>○ Managing space allocations within the DOE-occupied portions of the Federal Building, ORO-owned facilities, and leased office buildings.</li> <li>○ Serve as the building manager for maintenance services, building alterations/ modifications, and custodial services.</li> <li>○ Manage a receiving operation for incoming freight, express mail, United Postal Service packages, and stock items, including maintaining security equipment (x-ray, magnetometer, security gate, etc.).</li> <li>○ Perform maintenance and repair for all ORO-owned buildings or facilities managed under a GSA delegation of authority.</li> <li>○ Perform all preventive maintenance, repair, and upgrade of building systems, including fire alarm and access control.</li> <li>○ Assure compliance with numerous environmental laws, rules, regulations, and prepare periodic reports.</li> <li>○ Serve as COR(s) for construction, facility maintenance, janitorial, lawn maintenance, and reservation roads and grounds contractors.</li> <li>○ Responsible for performing corrective action in response to OSHA inspections.</li> <li>○ Serve as Facility Manager for Occurrence Reporting (ORPS) of Safety Incidents.</li> <li>○ Perform Damage Control for facilities during Emergency Management Activations.</li> </ul>

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(See page 1)

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