

Attachment 2
List of Administrative Authority and Similar Authorities
Granted to Heads of Organizational Elements (HOE)
For all DOE 3-digit Orders

The following Table, in three parts, identifies and assigns authority to specific Head of Field Organization (HFO) where the HFO can include any of the below listed organizations:

- SO – SC Site Offices
- ISC – Integrated Support Center (includes both CH and OR)
- CH – Chicago Office (includes New Brunswick Laboratory and non-SC contracts)
- OR – Oak Ridge Office (includes responsibility for ORNL and non-SC contracts)
- All – SO, and ISC (may include all of the directive or only parts)

Notes:

- 1) Any HFO may request redelegation of authority not ascribed to him/her in this Table through SC-3.
- 2) Directive responsibilities related to management of a DOE contract, apply only to the cognizant HFO (the HFO of the organization with CO authority).
- 3) If OR is indicated but not CH, it is due to OR's responsibility for ORNL, unless otherwise indicated.
- 4) Due to the scope of SC activities, no nuclear weapons orders are evaluated
- 5) The Tables do not address responsibilities Directives assigned to PSOs or CSOs, even if SC-1 has assigned that responsibility to an HFO.
- 6) The responsibilities apply to the extent relevant to personnel, facilities, and activities under the HFO's cognizance. For example, DOE O 420.2A Accelerator Safety would not be relevant to all SOs.

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Part I - For the following DOE orders, HFO means “all”: the Heads of the SC Site Offices, and the Heads of the CH and OR Offices, whether because of their responsibilities under the SC FY04 Service Plan, or because of their responsibilities for DOE facilities (e.g., NBL, ORNL).

DOE Order	Orig.Off.	DOE Order Title	Specific Reference in the Order equal to HOE
110.3	ME	Conference Management	Heads of Departmental Elements
135.1	ME	Budget Execution – Funds Distribution and Control	Heads of Field Elements
151.1B	SO	Comprehensive Emergency Management System	Operations/Field Office Managers
200.1	IM	Information Management Programs	Heads of ... Field Offices
205.1	CIO	Cyber Security	Heads of ...Field Offices
221.1	IG	Reporting Fraud, Waste, and Abuse to the Office of Inspector General	Heads of All Elements
221.2	IG	Cooperation with the Office of Inspector General	Responsible Management Officials
221.3	IG	Establishment of Management Decisions on Office of Inspector General Reports	Responsible Management Officials
224.2	IG	Auditing of Programs and Operations	Heads of All Field Elements
225.1A	EH	Accident Investigations	Heads of Field Elements
231.1A	EH	Environment, Safety and Health Reporting	Heads of Department Elements
241.1A	OSTI	Scientific and Technical Information Management	Heads of Departmental Elements
243.X	SO	Records Management Program	Directors of Field Offices
251.1A	ME	Directives System	Heads of Departmental Elements
252.1	EH	Technical Standards Program	Cognizant ... Field Office Managers
311.1B	ED	Equal Employment Opportunity and Diversity Program	Heads of Field Elements
327.1	ME	Furlough or Reduction in Force in the Senior Executive Service	DOE Elements
331.1B	ME	Employee Performance Management System	Heads of Other than HQ Departmental Elements
341.1	ME	Federal Employee Health Services	Heads of Departmental Elements
360.1B	ME	Federal Employee Training	Heads of DOE Elements
413.1A	ME	Management Control Program	Heads of Departmental Elements
414.1A	EH	Quality Assurance	Field Element Managers
420.1A	EH	Facility Safety	Heads of Field Organizations
425.1C	EH	Start-up and Restart of Nuclear Facilities	DOE and NNSA Line Management
430.1B	ME	Real Property Asset Management	Site/Field Manager
435.1	EM	Radioactive Waste Management	Field Element Managers
440.2B	ME	Aviation Management and Safety	Heads of Departmental Elements
442.1A	ED	Department of Energy Employee Concerns Program	Field Element Manager
450.1	EH	Environment Protection Program	DOE Operations/Field/Site Office managers
451.1B	EH	National Environmental Policy Act Compliance Program	Head of Field Organization
460.1A	EM	Packaging and Transportation Safety	Heads of Operations Offices or Field Offices/Site Office Manager

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460.2	EM	Departmental Materials Transportation and Packaging Management	Heads of Field Elements
470.2B	OA	Independent Oversight and Performance Assurance program	Heads of Field Elements
471.1A	SO	Identification and Protection of Unclassified Controlled Nuclear Information	[Named Operations Offices and Others]
471.2A	SO	Information Security program	Heads of Departmental Elements
473.1	SO	Physical Protection Program	Heads of DOE Elements
473.2	SO	Protective Force Program	Heads of Field Elements
474.1A	SO	Control and Accountability of Nuclear Materials	Heads of Field Elements
481.1B	ME	Work for Others	Heads of DOE and NNSA Field Elements
542.2A	ME	Unsolicited Proposals	Heads of Departmental Elements
551.1B	SO	Official Foreign Travel	Heads of Organizations
552.1	ME	Travel Policy and Procedures	Heads of Departmental Elements

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Part II – For the following DOE Orders, which address matters limited to Management and Operating Contracts, the HFO is the Head of the cognizant SO or OR, since the expectation is that all Site Managers will be ACOs at the time of stand-up, and OR has the CO for ORNL: If this does not occur, the responsibility will be carried out by the cognizant CO on the SO staff.

DOE Order	Orig. Off.	DOE Order Title	Specific Reference in the Order equal to HOE
143.1	ME	Payments in Lieu of Taxes	Heads of Field Elements
350.2A	ME	Use of Management and Operating or Other Facility Management Contractor Employees for Services to DOE in the Washington DC Area	Heads of Field Elements
412.1	ME	Work Authorization System	Managers of DOE Field Elements
413.2A	SC	Laboratory Directed Research and Development	Operations Office Managers
420.2A	SC	Safety of Accelerator Facilities	DOE Field Element Manager
430.2A	EE	Departmental Energy and Utilities Management	DOE Field Elements
433.1	EH	Maintenance Management Program for Nuclear Facilities	DOE Elements
443.1	SC	Protection of Human Subjects	Heads of Field Organizations
482.1	PO	DOE Facilities Technology Partnering Programs	Heads of Field Elements
483.1	PO	DOE Cooperative Research and Development Agreements	Heads of Field Elements

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Part III - For the following DOE orders, the responsibilities of a particular HFO (i.e., Head of a particular SO, Head of CH, and/or Head of OR) depend upon the specific authority of the individual or position, as summarized in Attachment 1.

DOE Order	Orig. Office	DOE Order Title	Specific Reference in the Order equal to HOE	Organizations that serve as the HFO
130.1	CR	Budget Formulation	Heads of Field Offices	CH and OR; SO for responsibilities not requiring CFO authority.
137.1A	CR	Plan for Operating in the Event of a Lapse in Appropriations	Heads of Departmental Elements	
320.1	ME	Acquiring and Positioning Human Resources	Heads of Departmental Elements	CH and OR; SO for responsibilities not requiring DPA. However, SC-1 retains Administrative Authority for establishing Competitive Areas (See Attachment 1)
322.1A	ME	Pay and Leave Administration and Hours of Duty	Heads of Departmental Elements	
350.1	ME	Contractor Human Resource Management Programs	Heads of Field Elements	SO and OR; CH for CH contracts for support services per chapters.
361.1	ME	Acquisition Career Development Program	DOE "Career Managers" ¹	CH and OR Procurement Directors
413.3	ME	Program and Project Management for the Acquisition of Capital Assets	Operations/Field Office Manager	CH and OR; SO for responsibilities not requiring Certified Real Estate Authority.
440.1A	EH	Worker Protection Management for DOE Federal and Contractor Employees	Heads of ... Field Elements ...	SO and OR; All with respect to Federal Employees and on-site contractor employees.
470.1	SO	Safeguards and Security Program	Heads of Field Elements: Lead Responsible Offices and Surveying Offices	All as LROs; CH and OR as Surveying Offices.
471.3	SO	Identifying and Protecting Official Use Only Information	None	All to the extent SC-1 has established responsibilities for HFO.
472.1C	SO	Personal Security Activities	Managers of the Chicago, ... Oak Ridge, ... Operations Offices.....	CH and OR; SO for responsibilities not requiring "Manager" authority under Part 710.
520.1	ME	Office of Chief Financial Officer	Heads of Field Elements	CH and OR; SO for responsibilities not requiring allotment authority
533.1A	ME	Collection from Current and Former Employees for Indebtedness to the United States	Field Organizations	
534.1B	ME	Accounting	Heads of Departmental Elements	
540.1	ME	Departmental Business Instrument Numbering System	Initiating Office Heads Awarding Office Heads	CH and OR
541.1	ME	Appointment of Contracting Officers and Contracting Officers Representatives	Heads of Departmental Elements	All for responsibilities not requiring HCA authority.

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