

OFFICE OF SCIENCE INTERPRETIVE GUIDANCE: DIRECTIVES RESPONSIBILITIES & AUTHORITIES

For purposes of this guidance, the term “Head of Field Organization” (HFO) will be used as the generic term for Office of Science (SC) field components – Site Offices and the Chicago Office (CH) and Oak Ridge Office (OR) of the SC Integrated Support Center (ISC). Moreover, “Field Organization” will be defined as a *DOE organization located outside of FORS/GTN that reports directly to a Secretarial Officer*.

1. Responsibilities and authorities assigned to the head of any field organization¹ in a DOE directive apply to all SC HFOs unless and until rescinded in writing, provided, however, that the HFO (1) has been assigned those responsibilities in the applicable R2A2 Table, and (2) has the required authority to execute the assigned responsibility.
2. All HFOs, as well as the heads of all components of Field Organizations, have responsibility for protection of *workers, information, systems, and property under their cognizance*, and protection of the public, national security, and the environment from the adverse effects of *operations under their cognizance*.
3. The HFO remains accountable for carrying out his/her responsibilities and satisfying the corresponding requirements, even if the HFO obtains assistance (administrative, technical, or business) from another HFO in accordance with an approved restructuring plan, delegation, or other formal arrangement. For example, a Site Office Manager may have the responsibility to report an event, and may arrange to have the ISC perform an *investigation*, but the Site Office Manager remains accountable for the accuracy and timeliness of the *investigation report and any corrective actions*.
4. If a directive assigns responsibilities to the HFO relating to a contractor, the responsibility shall be null with respect to any HFO without cognizance over a management and operating (M&O) contractor.

¹ An analysis of Field Organization terminology in the DOE directives reveals a broad range of terminology: [Head/Manager/Director] of [DOE/Departmental/Field] + [Element/Organization/Office]. In addition, directives responsibilities can be included for “DOE”; “Responsible Management Officials”; and “Line Management”, without reference to geographic location or organization type.

5. Unless SC directs otherwise, directives responsibilities involving the approval of or coordination with HQ, other than SC, do not require the concurrence, approval, or other involvement of SC.
6. Unless prohibited by law, rule, or delegation order, responsibilities in a directive may be redelegated.
7. For clarification, below are some examples of directives responsibility assignments under OneSC:
 - a. A situation involving no change in responsibility: DOE O 520.1, *Office of Chief Financial Officer*, provides for the designation of Field CFO positions by Heads of Field Elements. This responsibility would remain with the Heads of OR and CH, and would not apply to Site Managers, since they have the responsibility and authority for field financial management functions under the OneSC R2A2, including finance and accounting, budget and planning, and financial review. (see attachment 1 to cover letter).
 - b. A situation involving a full change in responsibility: The responsibilities for “Operations Office Managers” in DOE O 413.2A LDRD would all become the responsibilities of Site Office Managers under OneSC, based on the removal of Head of Contracting Activity authority, and operation of Contracting Officer authority at the Site Office Manager level.