

1.0 OFFICE OF THE MANAGER.

1.1 Mission. The Manager provides overall executive leadership to Oak Ridge Office (ORO) which is responsible for a variety of Department of Energy (DOE) mission activities within the following principal program areas:

- a. Research and development in a variety of nuclear and non-nuclear energy technologies, and in the biomedical, environmental, and physical sciences.
- b. Management of the Oak Ridge National Laboratory including the Spallation Neutron Source.
- c. Management of the ORO environmental management program.
- d. Management of Nuclear Energy program areas including programmatic and safety and health oversight of centrifuge technology deployment, commercial lease administration, and security and regulatory oversight.
- e. Reindustrialization of the East Tennessee Technology to facilitate accelerated environmental cleanup, stimulate economic development, and diversify the regional employment base.
- f. Construction and maintenance of all facilities in support of assigned programs.
- g. Management of three National DOE Centers for Metals Recycle, Precious Metals, and Electronic Recycling.
- h. Provision of education and training in support of DOE programs for public, vocational, professional, and technical groups.
- i. Provision of all Departmental payments through the Financial Services Center.

1.2 Functions.

1.2.1 Manager.

- a. Under the direction of the Director, Office of Science, manages the programs identified above (primarily by contracting with private firms to manage and operate Government-owned facilities and to provide other services and materials).
- b. As required to carry out assigned programs and related responsibilities, provides legal, procurement, property management, fiscal, personnel, security, classification, information, environmental, health and safety, appraisal, waste management, nuclear materials management, and other support services; maintains administrative documentation and records; develops and executes budgets; and maintains controls for obligations and expenditures.

- c. Provides corporate focus on a variety of safety issues through the ORO Safety Attainment Board.
- d. Provides matrix support to the Office of Scientific and Technical Information (OSTI), the Y-12 Site Office of the National Nuclear Security Administration (NNSA), the Thomas Jefferson Site Office, the Pacific Northwest Site Office (PNSO), the Berkeley Site Office, and the Stanford Site Office.
- e. Maintains liaison and working relationships with other Federal agencies and State and local governments involved in ORO activities.
- f. Manages program development and implementation of Federal Equal Employment Opportunity (EEO) and Affirmative Action programs and oversees contractor diversity programs.
- g. As directed or authorized, administers programs and performs functions other than those designated above.

1.2.2 Deputy Manager.

- a. Develops policies for the conduct of ORO nuclear and non-nuclear energy research and development (R&D) programs and administers contracts for the development and/or operation of the Oak Ridge National Laboratory (ORNL), Oak Ridge Associated Universities (ORAU) facilities, and the Atmospheric Turbulence Diffusion Division (ATDD). Acts for the ORO Manager with full responsibilities and authorities assigned to that position except where redelegation by the ORO Manager is expressly prohibited.
- b. Serves as the principal administrative and operating official of the organization, coordinating and executing approved programs, guidelines, and decisions of the ORO Manager; and advises and assists the ORO Manager in the formulation of programs and guidelines.

1.2.3 Chief Engineer serves as a senior advisor to the manager with responsibility for leading the planning, integration, coordination, and implementation activities related to special projects, studies, performance assessment and management control systems at ORO. The Chief Engineer also serves as the ORO advocate for performance improvement initiatives with the goal of increasing the effectiveness of all ORO management systems. As a single-person office, work is accomplished by using ad hoc teams for performing special projects, studies, and initiatives.

1.2.4 Public Affairs Office.

- a. Manages a comprehensive public affairs program that provides information on ORO programs and activities to the public, news media, stakeholders, elected officials, employees, and others.

- b. Provides guidance and counsel to senior management on public-affairs related matters and provides executive communication services to management.
- c. Responds to inquiries from local, regional, national, international news media and trade press.
- d. Oversees contractor public affairs activities.
- e. Serves as the primary spokesperson for ORO.
- f. Maintains an emergency public communications and public education program for the ORO facilities.
- g. Assists in the management and oversight of operations of the DOE Information Center.
- h. Maintains frequent contacts and relationships with Congressional staff members in regional offices and in contacts with DOE Headquarters Congressional relations.
- i. Manages an employee communications program that includes both routine and emergency dissemination of information to ORO employees.
- j. Provides graphic arts and photographic services for ORO.
- k. Provides public affairs support to the DOE Radiological Assistance Program.

1.2.5 Diversity Programs and Employee Concerns Manager manages and administers Federal Affirmative Action programs, monitors the management and operating contractor and ORO minority education programs, and oversees contractors' diversity programs. Also, manages and administers employee concerns programs for Federal and contractor employees, including whistleblower complaints under 10 CFR 708. Serves as the principal advisor to Federal managers and employees on diversity, affirmative action, equal opportunity, and employee concerns matters.

1.2.6 Office of Partnerships and Program Development.

- a. Manages the Technology Transfer Program for ORO, including Work for Others and Cooperative Research and Development Agreements (CRADA) and ensures integration of the programs with program line managers and other ORO support organizations to effectively carry out the technology transfer objective of the Department.
- b. Develops and executes policies, plans, procedures, and programs for the direction of ORO contractor activities related to technology transfer.

- c. Manages, administers and approves Work for Others agreements with other Federal, State, and local agencies and private organizations for the performance of work at ORO facilities.
- d. Administers and accepts funding authorizations from other Federal agencies.
- e. Manages and oversees the CRADA program and provides interface with the contractors on policy and administrative issues. Receives and processes all Joint Work Statements and CRADAs.
- f. Identifies program or business opportunities which are consistent with ORO core competencies, analyzes issues and options, selects targets, and prepares business/marketing plans to facilitate the development and integration of new programs.
- g. Manages and administers Memoranda of Cooperation with state and local governments, universities, and other regional organizations.
- h. Manages and administers grants associated with regional economic development organizations.
- i. Provides support to SC Site Offices in accordance with the Integrated Support Center Service Plan.

1.2.7 Safety Attainment Board is comprised of the Manager; the Deputy Manager; and the Directors of the Technical Support and Assessment Divisions in the Offices of Assistant Manager for Science; Assistant Manager for Environmental Management; and Assistant Manager for Environment, Safety, and Health as well as other selected Assistant Managers. The Board is responsible for developing ORO corporate safety strategy, ensuring appropriate assessment mechanisms are in place, and providing analyses of various safety data.