

**7.0 OFFICE OF ASSISTANT MANAGER FOR ADMINISTRATION (AMA)**

7.1 Mission. Development of plans, procedures, and programs for the provision of administrative staff services for Oak Ridge Office (ORO), including (1) organization and management analysis; (2) strategic management of Federal human resources; (3) administration of contractor human resources; (4) selection of contractors and negotiation of contracts; (5) facility, space, and property management; (6) information technology (IT), telecommunications, and records management; (7) general office services; (8) maintenance of working relationships between ORO and local governments; (9) execution of programs for human resource development; (10) oversight of the Oak Ridge Reservation (ORR) Management program; (11) providing advice to top management regarding administrative and managerial problems and relationships; and (12) selected administrative services to Office of Science Site Offices.

7.2 The Assistant Manager discharges this mission through the:

- a. Procurement and Contracts Division (7.3 below),
- b. Human Resources Division (7.4 below), and
- c. Information Resources Management Division (7.5 below).

7.3 Procurement and Contracts Division.

7.3.1 The Director serves as Chairman of the Contract Review Board and manages the following functions through a Deputy Director and Manager of Financial Assistance, Lead Contract Specialist, and Small Business Program Manager, Realty Program, and three branches:

- a. Develops and promulgates procurement guidelines and procedures for all organizations having contracting authority under the cognizance of the ORO Manager.
- b. Provides central services and assistance in matters pertaining to contractor selection and procurement of DOE-direct services and supplies, including contract and financial assistance negotiation and administration of DOE Headquarters (HQ)-acquisition and assistance instruments, as applicable, with educational, nonprofit institutions and commercial organizations.
- c. Conducts appraisals of the procurement functions of designated cost-type prime contractors.
- d. Administers the activities of the Contract Review Board.
- e. Develops ORO-wide instructions, technical standards, and procedures for managing real and personal property; and oversees and periodically appraises contractor real and personal property programs.
- f. Administers the Socioeconomic Procurement Program within DOE.
- g. Authorizes Work for Others reimbursable work above certain dollar thresholds.

- h. Solicits, awards, administers, and closes out financial assistance instruments.
  - i. Administers the Government Purchase Card Program.
  - j. Acquires services and supplies using Simplified Acquisition procedures.
  - k. Provides essential procurements and contracts, personal property and real property expertise to Office of Science Site Offices.
  - l. Serves as Primary Owner or Secondary Owner of contracts, financial assistance, personal property, and real property Science Management Systems (SCMS).
- 7.3.2 Deputy Director and Manager of Financial Assistance serves as a full Deputy in the Procurement and Contracts Division, sharing with the Director full responsibility for supervising and managing the Division. In addition, the Deputy serves as Manager of the ORO Financial Assistance Program.
- 7.3.3 Lead Contract Specialist provides assistance directly to the Division Director as well as assisting in leading and overseeing special projects and SEBs.
- 7.3.4 Realty Officers plan, develop, and execute all real estate actions for the land use planning, acquisition of interest from private parties, utilization and management of real property, and disposition of various real property interests under the cognizance of ORO. If any assistance is required from the management and operating contractors by the Realty Officers, they will provide all direction, review, oversight, and approval for signatory authority of documents and for decision-making of actions affecting realty items.
- 7.3.5 Small Business Program Manager plans, coordinates, and ensures the effective execution of DOE socioeconomic procurement programs within ORO and its contractors with emphasis on small, small-disadvantaged, women-owned, veteran-owned, historically underutilized (HUD) zone, and service-disabled veterans businesses.
- 7.3.6 Acquisition Services Branch performs the activities listed below with primary focus on acquisition of Oak Ridge Reservation services and liaison with Office of Science Site Offices.
- a. Solicits, negotiates, awards, administers, and closes out assigned ORO prime contracts and interagency agreements in support of the ORO mission and all office under purview of ORO and;
  - b. Prepares negotiation records and otherwise documents findings in support of contract negotiations and recommendations.
  - c. Conducts Source Evaluation Boards (SEBs) for large dollar procurements and presents recommendations to the Source Selection Official for decision.

- d. Analyzes and coordinates staff review of cost-type contractor subcontracts and purchase orders, and prepares Contract Financial Review Board findings, determinations, and recommendations.
- e. Administers other contract and financial assistance provisions such as financial, audit, labor, socioeconomic, and payment provisions.
- f. Issues changes within the scope of the contract. Negotiates equitable adjustments, develops contract files, and awards supplemental agreements.
- g. Terminates contracts both for default and the convenience of the Government. Obtains required audits and reviews and negotiates termination settlements with the contractor.
- h. Identifies, processes, and negotiates claims with contractors and financial assistance recipients, and defends claims against the Government, with representation by the Office of Chief Counsel, before cognizant boards and courts with settlement responsibility for claims.
- i. Monitors and evaluates the contractor's performance.
- j. Closes out assigned contracts and which includes, but is not limited to, obtaining releases, assignments, and final audits; negotiating cost and overhead adjustments; obtaining final payment; preparing supporting documentation; and retiring the files.
- k. Provides essential procurement and contracts expertise to Office of Science Site Offices.

7.3.7 Special Acquisitions Branch performs the activities listed in Paragraphs 7.4.6 a-k above with primary focus on contracts involving long-term projects.

7.3.8 Contracts and Property Management Branch.

- a. Develops and coordinates "ORO Acquisition Guide," and other required procurement guidelines and procedures; assures that procurement offices follow prescribed procurement rules, regulations, procedures, and clauses; administers the Acquisition Career Management Program, ORO Contracting Officer (CO) Warrant; ORO Contracting Officer's Representative Program; and coordinates procurement training for ORO employees.
- b. Reviews contract and financial assistance actions prepared by others to ensure quality and uniformity of contract actions throughout ORO.
- c. Provides guidance and support to the ORO staff on contracting methods, procedures, contract formats, acquisition regulations, and instructions.
- d. Provides assistance to DOE HQ in conducting procurement and property reviews and conducts contractor procurement system and property reviews.

- e. Conducts procurement and property self-assessment reviews for ORO.
- f. Administers and serves as focal point for management information systems (STRIPES, CPARS, FPDS-NG & IDW).
- g. Performs internal control reviews within the Division to ensure that opportunities for waste, fraud, and abuse are minimized and that the Government's interests are fully protected.
- h. Closes out expired and terminated contract, financial assistance, and interagency agreements instruments.
- i. Responds to HQ data calls.
- j. Manages the Procurement and Personal Property Balanced Scorecard Programs.
- k. Administers the ORO Access Permit Program for the "C-44 category" (10 CFR 725, Appendix A, Nuclear Technology) category and the DOE-wide Access Permit Program for the "C-24 category" (10 CFR 725, Appendix A, Isotope Separation).
- l. Plans, develops, and executes guidelines and procedures for the management of personal property, including utilization, maintenance, storage, administrative and physical controls; and disposition of materials, supplies, and equipment.
- m. Monitors and appraises contractor performance of personal property management and conducts special studies and surveys of ORO and contractor operations.
- n. Provides essential procurement and contracts and personal property expertise to Office of Science Site Offices.

#### 7.4 Human Resources Division.

- 7.4.1 The Director serves as the point-of-contact for all A-76 activities and manages the following functions through a branch and three groups.
  - a. Directives Management Group (7.4.2 below),
  - b. Contractor Human Resources Group (7.4.3 below),
  - c. Federal Human Resources Branch (7.4.4 below), and
  - d. Training and Development Group (7.4.5 below).

7.4.2 Directives Management Group.

- a. Develops, coordinates, and administers the ORO Directives and Standards Management Program, which includes DOE/ORO Directives, technical standards, and other regulations.
- b. Serves as the focal point for the Directives Program.
  - (1) Develops processes to assess, track, and administer the compliance of ORO's contractors with Directives and Technical Standards.
  - (2) Prepares or assists in the preparation of ORO Directives.
  - (3) Coordinates the review of draft DOE Directives, Technical Standards, and regulations.
  - (4) Assists Contracting Officer's Representatives (CORs) with the Standards Management Program activities.
  - (5) Tracks Memoranda of Understanding/Agreement and Letters of Delegation.
  - (6) Serves as a repository for all DOE/ORO Directives.
  - (7) Distributes Directives to ORO staff and contractor staff, as applicable.
  - (8) Assists ORO Environment, Safety, and Health (ES&H) staff with Integrated Safety Management activities.
  - (9) Serves as a "Process Coach" for the development or revision of Work Smart Standards (WSS) Sets.
- c. Manages the SCMS Operations Center and assures that SCMS remains institutionalized as the management system for all SC processes and procedures. Coordinates the development of management systems governing the SCMS and supporting subject areas which establish the framework of the system.
- d. Functions as the Subject Matter Expert on all requirements in the Requirements Management Subject Area and provides knowledgeable requirements-related insight into related documentation within all other SCMS subject areas.
- e. Provides comprehensive data tracking; maintains and generates records of processes and procedures; develops information technology processes to ensure compatibility with the SCMS baseline structure; clarifies and/or amends subject area modules in response to system and program changes; updates all references, time frames, and nomenclature, to ensure that system data and functions are kept accurate and current.
- f. Administers the Combined Federal Campaign.

7.4.3 Contractor Human Resources Group.

- a. Provides advice and assistance to senior management, COs, and CORs regarding the oversight of contractor human resources management (HRM) programs.
  - (1) Controls human resources (HR) costs, promotes positive labor relations, assures labor law compliance.
  - (2) Develops language for Request for Proposals, and negotiates advance understandings regarding allowable HR costs.
  - (3) Assists the Diversity Programs and Employee Concerns Manager in the oversight of contractor equal employment opportunity (EEO) programs.
  - (4) Negotiates allowable wage and salary schedules and employee benefit plans with cost-type contractors and analyzes contractors' proposals to revise compensation and benefit plans.
  - (5) Conducts studies and evaluates contractor performance, analyzes contractor reports, prepares and maintains HR-related; and develops data on labor relations practices, including wage, salary, and employee benefits administration.
  - (6) Reviews contractor labor relations program for reasonableness of costs resulting from collective bargaining agreements negotiated between ORO contractors and their unions.
  - (7) Recommends action on individual salary actions requiring DOE approval, and on cost-type contractor general liability insurance coverage for contractor employees.
  - (8) Administers the Oak Ridge Reservation Labor Standards Committee and obtains Davis-Bacon Act and Service Contract Act wage determinations.
  - (9) Reviews and facilitates formal resolution of contractor employee complaints involving a variety of HR issues, including EEO.

7.4.4 Federal Human Resources Branch.

- a. Serves as Personnel Officer in directing and implementing all aspects of Federal personnel programs, including recruitment and staffing, position management and classification, incentive awards and employee recognition, performance management, health services, benefits administration, employee relations, and labor-management relations.
- b. Advises operating officials on proposed personnel actions; assures that all actions comply with applicable laws, policies, and procedures; and processes and issues notices of approved actions.

- c. Classifies all positions, setting salaries and wage rates.
- d. Develops recruitment sources, refers qualified candidates to operating officials for selection, conducts employment negotiations, completes the processing of selected candidates, and coordinates the orientation of new employees.
- e. Advises operating officials in the development of effective employee-management relations, coordinates the negotiation and administration of labor-management agreements, and assists in the handling of grievances and appeals.
- f. Administers the Incentive Awards and Performance Management Programs and the Employee Occupational Health Program, including operation of Health Stations, and advises employees on employee benefit programs, including the nonpayroll aspects of retirement, leave, time and attendance, health and life insurance, etc.
- g. Conducts or participates in studies, surveys, and special assignments related to preparation of staffing needs; develops staffing budgets in coordination with management officials; administers manpower controls for DOE-direct activities; consults on restructuring and reorganization initiatives and prepares organization change proposals; and performs studies on position management, workload distribution, and work procedures.
- h. Provides support in the administration of ORO's Federal EEO programs.

7.4.5 Training and Development Group.

- a. Develops and implements procedures and management systems for the coordination and implementation of human capital management strategic planning and human resource development programs.
  - (1) Projects and administers a comprehensive budget that supports the Human Capital Management Program, including allocating and approving all program expenditures.
  - (2) Serves as Contractor Task Monitor for a human capital management support contractor, including budget projection, management, and tasking.
  - (3) Administers an organization development program which includes a facilitator program, management development team building, meeting management, and resolution of employee issues.
  - (4) Directs and monitors the management and administration of the Management and Operating (M&O) contractor training program performance, including contractor compliance with DOE Directives requirements related to training.

- (5) Liaison between HRD and Technical Organizations for formal qualification programs, such as the Technical Qualification Program, Facility Representative Program, and Acquisition Career Development Program, among others.
- (6) Analyzes, designs, develops, implements, and evaluates employee competency-based skills models that meet the regulatory, qualification, and developmental needs of ORO personnel.

## 7.5 Information Resources Management Division.

7.5.1 The Director manages information resources management activities and serves as the Facility Representative for the Occurrence Reporting and Processing System (ORPS). Functional requirements are performed through a Reservation Manager and two subordinate teams:

- a. Reservation Manager. Chairs the ORR Management Team (ORRT). Disseminates information on activities impacting the ORR. Analyzes land use proposals for short and long term impacts to the ORR and develops proposals on land use decisions. Coordinates planning activities with staff at the three primary sites located on the ORR.
- b. Information Technology Team (7.5.2 below), and
- c. Facility Management Team (7.5.3 below).

### 7.5.2 Information Technology Team.

- a. Develops ORO-wide technical standards, guidelines, and procedures for the management of ORO and contractor Information Technology (IT).
- b. Manages the internal ORO Computing and Telecommunications Program. Formulates goals, strategies, and plans for the implementation of a computing and telecommunications infrastructure. Services include functional requirements analysis and budgeting for, and acquisition of, computing and telecommunications equipment, software, maintenance, and training.
- c. Develops appraisal objectives and performance criteria, performs onsite evaluations, and reviews audit reports and other sources of performance data to assure that contractors implement recommendations; and conducts an aggressive self-evaluation program. Assures that contractors initiate actions, as required, to maintain cost-effective and efficient ORO-wide IT systems and facilities. Periodically appraises contractor performance.
- d. Coordinates the planning, definition, and implementation of guidelines and procedures for the management, acquisition, and operation of all ORO and contractor IT resources. Approves or disapproves proposals or requests exceeding ORO-established thresholds.
- e. Advises ORO and contractor officials in managing the acquisition and

- dissemination of IT resources, including methods of measuring equipment utilization and the effectiveness and efficiency of programmatic techniques; evaluates the need for new or revised techniques; evaluates the need for new or revised scientific, business, or management information systems; recommends organizational structure and staffing requirements; and coordinates IT management efforts.
- f. Advises ORO organizations and contractors concerning the development of IT proposals, the performance of cost-benefit analyses, the identification of existing computing resources that are adequate to meet new needs, the determination of whether services should be provided in-house or by contractors, and the resolution of joint-use problems between DOE-direct and contractor computing initiatives.
  - g. Coordinate the development of and approve ORO-direct and contractor IT Portfolio documents for annual submission to OMB, through DOE HQ. Coordinate, review, and approve IT budgets by ORO-direct and contractor users.
  - h. Approves all telecommunications requirements and reviews conceptual design documents and IT implementation plans for telecommunications requirements. Coordinates all ORO and contractor telecommunications requirements, including assistance in determining requirements for telecommunications services, in developing related plans, schedules, budgets, and proposals, and in providing adequate facilities and services to meet programmatic requirements.
  - i. Approves contractor proposals for the installation of new telecommunications facilities or major modifications to existing facilities and appraise cost-type contractor telecommunications activities.
  - j. Responsible for maintaining and operating security and safety alarm systems, radio systems, electronic access systems, video and audio conferencing systems, and close circuit TV system throughout the Federal Building Complex and various ORO managed assets like radio repeater antenna sites.
  - k. Manages ORO and contractor teleprocessing programs. Approves or disapproves requests for services for competitive and sole-source procurements in accordance with applicable DOE thresholds.
  - l. Manages ORO technical security programs, including Emission Security, Communications Security (COMSEC), and Protected Distribution Systems programs.
  - m. Plans and approves COMSEC and data transmission facilities within ORO; manage the Telecommunications Emissions Security (TEMPEST) Program for the emanation and emission security of equipment used to process and handle classified information; administers and coordinates the protected distribution systems utilized for the transmission of encrypted classified information; and coordinates requests for COMSEC materials, radio frequency authorizations, Secure Information Exchange (SIMEX), and other services with HQ.

- n. Approves the application of emission, communication, and protected distribution system security measures to ORO and contractor IT and telecommunications systems; provides technical advice and guidance on these security features of IT proposals involving complex communication-computer interface devices and systems; performs appraisals of these IT hardware and software security measures; conducts and/or evaluates system integrity studies, as required; determines whether the most cost-effective protective measures are being used; and assures that these security requirements are met for both classified and unclassified IT systems.
- o. Plans, develops, implements, coordinates, and directs the ORO and contractor Records Management Program. The program includes all elements of records management with additional elements of micrographics and forms management. Evaluates contractor programs in all areas to determine DOE Directives compliance and cost efficiency. Develops and implements new policies and guidance, as necessary. Performs records management training, as needed. Manages closeout of contractor records management programs, as necessary. Develops appraisal objectives and performance criteria and performs onsite surveys, prepares appraisal reports, and assures corrective actions are taken on findings. Performs liaison responsibilities between ORO and other Federal and civilian agencies, as required for the records management program.
- p. Manages the ORO forms, printing, micrographics, and records programs; coordinates the development of plans, guidelines, and procedures for maintaining and disposing of records; advises and assists contractors in records and micrographics management matters; and evaluates ORO and contractor activities in these areas.
- q. Administers the ORO and contractor printing, graphics, photocopying, and forms management programs. Evaluates and approves/disapproves proposals for new equipment or systems and appraises contractor programs, facilities, systems, and equipment for proper compliance and cost effectiveness. Develops and executes new policies and guidance, as necessary. Performs liaison responsibilities between ORO, HQ, and other Federal and civilian agencies and performs training, as needed, in these areas. Compiles statistical management reports, as required.
- r. Administers the ORO and contractor mail management program. Evaluates and appraises contractor performance for cost effectiveness and efficiency. Approves/disapproves requests for new equipment and systems. Develops and implements new guidance, as necessary. Performs liaison responsibilities between ORO and the U.S. Postal Service for the mail management program.
- s. Manages a records holding area; develops records disposition schedules for the ORO staff; coordinates with the General Services Administration (GSA) (Regional and National Archives Programs) on the disposition of permanent records; and retrieves records to respond to Freedom of Information Act requests and requests from ORO organizations.

- t. Manages a distribution services center providing a central mail room to provide a single point-of-receipt for all incoming mail, a single point-of-collection for all outgoing mail, and a courier service between major ORO locations and the mail room. Manages reproduction services, including centralized reproduction services, self-service individual copiers and requirements for out-sourced reproduction services.
- u. Serves as the focal point for the budgetary planning and execution of support services related to IT. This activity also includes the reconciliation of financial statements, prompt payment of bills, and developing adequate internal controls to assure compliance with planned work schedules and costs.
- v. Provides COR(s) for several large support service contracts activity, including planning, execution of contract terms, financial control, developing statements of work, resolving problems with performance, evaluation of contractor performance, preparation of support service request, and other actions to assure that ORO receives needed services.

7.5.3 Facility Management Team.

- a. Provides facility and space management, including budget preparation and execution, within the GSA-delegated Federal Building, ORO-owned facilities, and ORO-leased office buildings assigned for use by ORO organizations located in the Oak Ridge area including some buildings listed as historic places.
- b. Performs maintenance and repair of managed facilities, as necessary, to meet preventive maintenance guidelines, to repair damaged or failed building systems, or to upgrade facilities to meet applicable security/safety/management standards or new work requirements.
- c. Accomplishes renovation or construction activities at managed facilities. Ensures compliance with the applicable life safety code and Occupational Health and Safety Administration (OSHA) requirements.
- d. Assures compliance with numerous environmental laws, rules, and regulations; and prepares periodic reports, as relevant to all facets of facility management, including the Clean Air, Clean Water, Environmental Protection, and Resource Conservation Recovery Acts. Ensures compliance with tenants of the Greening of the Government Executive Order.
- e. Assures custodial, pest control, and recycle services are adequately performed to properly maintain managed facilities.
- f. Assures landscaping and grounds are maintained such that managed facilities appear well-groomed throughout the year.
- g. Maintains physical security systems, as required. Manages and operates physical security protection systems including alarms, keyless access system, security locks, safes, and lock and key program.

- h. Manages and maintains assigned ORO infrastructure items, including 31 cemeteries, 29 miles of roads, road and utility right of ways, and 8 bridges.
- i. Manages the DOE Motor Pool in the Oak Ridge area, including ensuring proper utilization, scheduling of the fleet, coordination of maintenance, planning for replacements, and budgeting and tracking financial data. Provides all reporting of vehicle and fuel usage/costs, as required. Provides oversight of security vehicles within the ORO fleet.
- j. Serves as a central point for requisitioning office equipment, furniture, vehicles, and office supplies. Coordinates the operation of an Office Supplies and Materials Store for ORO-direct activities and managing a receiving operation for incoming freight, express mail, United Postal Service packages, stock items, etc.
- k. Manages ORO sensitive and capital property listings. Performs receiving and excessing functions, inventories, reconciliations with financial records, and annual reporting to appropriate procurement and security personnel.
- l. Provides for office equipment maintenance and repair of office furnishings, as necessary.
- m. Serves as the radio net manager of radios used by ORO staff or contractors. Serves as the Facility Site Manager at the central repeater sites at Buffalo Mountain and Chestnut Ridge as well as several outlying repeater sites supporting the valley-wide radio network project.
- n. Manages facility alarm systems necessary for evacuation in the event of fire or other emergency.
- o. Provides leadership to ORO organizations, ORO staff, and other DOE elements in matters related to all facets of facility management.
- p. Serves as the Damage Control Coordinator during emergencies. Directs the activities of the Damage Control Team as required for the protocol established for the type of emergency. Resolves conflicts and sets priorities for all emergency response actions.
- q. Serves as the Resource Area Manager during emergencies. Ensures resources are maintained in a ready state, tracks resources used in an emergency, and deploys additional staff when directed.
- r. Serves as the Facility Manager and Facility Representative Alternate for ORPS reporting for these facilities. Submits 24-hour notifications and follow-up reports on any incident requiring ORPS reporting.
- s. Participates in facility inspections, assessments, and appraisals. Plans and executes the responses to any findings. Ensures closure of resulting corrective action plans items pertaining to facility management.

- t. Serves as the focal point for the budgetary planning and execution of support services related to facility, space, and property management. This activity also includes the reconciliation of financial statements, prompt payment of bills, and developing adequate internal controls to assure compliance with planned work schedules and costs.
- u. Provides CORs for support service contracts, including planning, execution of contract terms, financial control, developing statements of work, resolving problems with performance, evaluation of contractor performance, preparation of support service request, and other actions to assure that ORO receives needed services.
- v. Develops an In-House Energy Management Program to meet Department goals for reduction in energy consumption. Provides consumption and cost reporting, as required.
- w. Manages and operates the Clark Center Park site-wide recreational facility in accordance with applicable regulations for public-use park facilities.