

**OFFICE OF THE MANAGER**  
**OAK RIDGE OFFICE**  
**OFFICE OF SCIENCE**  
**U.S. DEPARTMENT OF ENERGY**

**1.0 OFFICE OF THE MANAGER**

- 1.1 Mission: The Manager provides overall executive leadership to the Oak Ridge Office (ORO), which is responsible for a variety of Department of Energy (DOE), mission activities within the following principal program areas:
- a. Serves as the focal point for the Local community, State, and Federal entities, the spokesperson for the Oak Ridge Reservation (ORR).
  - b. Brings organizations together for matters that impact or affect multiple programs on the ORR to resolve conflicts and facilitate resolution, drives decision making down to the lowest level practical (e.g., works with Headquarters (HQ) to seek further delegations to ORO officials in enhance effectiveness and efficiency, and engages with HQ to provide input to planning and prioritization processes).
  - c. Manages matrix support services provided by the ORO to assigned programs and Site Offices including legal; diversity management and employee concerns; public affairs; environment, safety, health, and quality assurance; human resources; contractor human resources; employee development; directives management; property management; real estate; financial management; procurement and contracting; safeguards and security; and emergency management functions.
  - d. Hosts the SCience Management System (SCMS) providing day-to-day administration, maintenance, and operational support to Primary and Secondary System Owners, Subject Matter Experts, and users.
  - e. Provides Departmental payments through the Oak Ridge Financial Service Center.
  - f. Manages services provided to Departmental program organizations under Service Arrangements with ORO. Serves as signatory to Service Arrangements to which ORO is a party.
  - g. Provides integrated emergency preparedness/response, command, control, and integration for the ORR.
  - h. Supports the Technical Qualifications Program for supported programs and Site Offices.

- i. Manages all aspects of the ORR including construction and maintenance of facilities on the ORR in support of assigned programs.
- j. Provides input to program offices/Site Office Managers on the performance of contractors performing work on the ORR and endorses contractor end of year performance evaluations.

## 1.2 Functions

### 1.2.1 Manager

- a. Under the direction of the Deputy Director for Field Operations, Office of Science (SC) 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, human resources, security, classification, information, environmental, health and safety, appraisal, 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 matrix support to the Office of Scientific and Technical Information, the Y-12 Site Office of the National Nuclear Security Administration, SC Sites Offices as identified in the SC Integrated Support Center Service Plan, and other Departmental program offices under established Service Arrangements.
- d. Maintains liaison and working relationships with other Federal agencies and State and local governments involved in ORO activities.
- e. Manages program development and implementation of Federal Equal Employment Opportunity and Affirmative Action programs and oversees the ORO contractor diversity programs.
- f. As directed or authorized, administers programs and performs functions other than those designated above.

### 1.2.2 Deputy Manager

- a. 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 Diversity Programs and Employee Concerns Manager

Manages and administers Federal Affirmative Action programs, monitors ORO contractors and ORO minority education programs, and oversees contractors' diversity programs for supported Sites and/or program offices. 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 concern matters.