

**OFFICE OF ASSISTANT MANAGER FOR FINANCIAL MANAGEMENT AND
CONTRACTS**

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

**4.0 OFFICE OF ASSISTANT MANAGER FOR FINANCIAL MANAGEMENT
AND CONTRACTS (AMFMC)**

- 4.1 Mission: The Assistant Manager serves in a dual role as the Oak Ridge Office (ORO) Chief Financial Officer (CFO) reporting directly to the Manager, ORO. The CFO is functionally accountable to the Department of Energy (DOE) CFO located at Headquarters. The AMFMC/CFO performs the following functions:
- a. Exercises Secretarial and Department CFO and Allotment Holder authorities specifically delegated to the field CFOs in accordance with DOE Order 520.1A, Chief Financial Officer Responsibilities; DOE Order 534.1B, Accounting; and DOE Order 523.1, Financial Management Oversight.
 - b. Serves as the management official responsible for procurement and financial assistance activities for ORO and supported Office of Science (SC) Site Offices and other Program Offices.
 - c. Manages corporate financial functions servicing all DOE elements, which include the operation of the DOE Payments Processing Center; and maintaining and operating multiple DOE financial processing systems, [e.g., Vendor Inquiry Payment Electronic Reporting System (VIPERS), Vendor Invoice Approval System (VIAS), and Budget Execution and Reporting System (BEARS)].
 - d. Authorizes funding transactions under the ORO allotment ensuring compliance with approved funding programs and allotments while maintaining an effective administrative control of funds process.
 - e. Serves as Contracting Officer's Representative or equivalent for the administration of financial systems and processes for site/facility management contracts for which the CFO provides support and oversight, including reviewing indirect rates, reviewing proposed changes to the accounting and budget systems, evaluating the adequacy of the Cost Accounting Standards (CAS) Disclosure Statements, and providing input to the Contracting Officer on the financial management performance of site/facility management contractors.

- f. Supports the annual audit of DOE financial statements by ensuring the accuracy of data contained in the official accounting system and providing reconciliation information and other data to the auditors.

4.2 The AMFMC/CFO mission is discharged through the following organizations:

- a. Oak Ridge Financial Service Center (see 4.3).
- b. Financial Evaluation and Accountability Division (see 4.4).
- c. Planning and Budget Division (see 4.5).
- d. Procurement and Contracts Division (see 4.6).

4.3 Oak Ridge Financial Service Center. Performs the functions listed below and accomplishes the mission through the following subordinate organizations:

- a. Provides efficient accounting services and functions by creating and maintaining accurate and dependable financial records, payments, and systems.
- b. Provides financial assistance, advice, and policy guidance to site/facility contractors who are under the oversight of the Oak Ridge CFO.
- c. Serves as financial subject matter expert for a variety of DOE and U.S. Department of Treasury initiatives.
- d. The Payment Services Branch performs the functions listed under paragraph 4.3.1 below.
- e. The Financial Systems & Reporting Branch performs the functions listed under paragraph 4.3.2 below.
- f. The Accounting Operations Branch performs the functions listed under paragraph 4.3.3 below.

4.3.1 Payment Services Branch

- (1) Provides payment services, including input of invoice and payment data into DOE and other government systems and processing of vendor, employee, and miscellaneous electronic and check disbursements, funds disbursed through the U.S. Department of Treasury's Automated Standard Application for Payments.
- (2) Responsible for entry and maintenance of vendor profile/supplier records.
- (3) Establishes and maintains financial systems with the U.S. Department of Treasury for payment processing, including performing various reconciliations and preparation of reports in

support of U.S. Department of Treasury reporting.

- (4) Prepares and issues Internal Revenue Service forms 1099 and 1042 for disbursements made to contractors and vendors.

4.3.2 Financial Systems & Reporting Branch

- (1) Responsible for activities associated with the annual audit of the consolidated financial statements for accounting operations covered by the Oak Ridge allotment, including concurring in the Management Representation Letters, ensuring actions are completed in response to audit findings, and validating that transactions, systems, and processes are adequate to support a clean audit determination.
- (2) Provides investment strategy to the DOE CFO for the Decontamination & Decommissioning Fund Investments.
- (3) Responsible for monthly, quarterly, and year-end Standard Accounting and Reporting System reporting, including the preparation of requirement financial statements and footnote disclosures, along with any necessary reconciliations and adjustments/corrections.
- (4) Conducts testing of core and ancillary financial systems, and ensures adequate cyber security measures and controls are in place for the ORFSC enclave, which hosts i-Manage systems including VIAS, VIPERS, and BERS.

4.3.3 Accounting Operations Branch

- a. Administers payroll and travel systems and processes for federal staff.
- b. Prepares debt collection letters, attempts to collect from debtors, and pursues debt offset collection methods for contractor receivables. Refers debts to the U.S. Departments of Treasury and Justice for collection and/or litigation.
- c. Assures proper recording of costs, property, plant & equipment, accruals, intra/inter-office work, intra-governmental payments and collections, payroll entries, and reciprocal accounting.
- d. Establishes, maintains, and updates contractor letter of credit authorizations and accounts.

4.4 Financial Evaluation and Accountability Division

- a. Administers the Management Control Program and the Evaluation of Internal Controls over Financial Reporting as required by OMB Circular A-123.

- b. Coordinates efforts in providing the Federal Managers' Financial Assurance for activities funded by the Oak Ridge Allotment.
- c. Coordinates activities associated with audits conducted by the Government Accountability Office (GAO) and audits, inspections, investigations, and Hotline Referrals conducted by the Office of Inspector General.
- d. Administers the Audit Follow-Up Program to ensure timely and appropriate corrective actions are taken in response to audit findings. This includes maintaining the DARTS and audit follow up databases.
- e. Coordinates input of ORO CFO evaluations of the site/facility contractors financial performance.
- f. Coordinates ORO CFO input into the SC Three-Year Assessment schedule.
- g. Manages the Post-Award Assist Audit Program for ORO contracts and financial assistance awards.
- h. Provides contract pricing support to contracting officers during all phases of contract administration from participating on Source Evaluation Contract Boards, reviewing Requests for Equitable Adjustments and performing contract close out.
- i. Conducts special reviews as requested by DOE management and the Office of the Inspector General (OIG).
- j. Coordinates audit support between the OIG, Defense Contract Audit Agency, and site/facility internal audit staff.
- k. Approves pricing for various products and services provided to others by DOE and the site/facility contractors.
- l. Provides financial administration of the lease with the United States Enrichment Corporation.

4.5 Planning and Budget Division

- a. Executes delegated Allotment Holder authorities and responsibilities for organizations covered by funding contained in allotments issued to ORO.
- b. Maintains systems and trained and qualified personnel for the administrative control of funds allotted to ORO. Commits funds, including certifying funds availability for each transaction before the obligation, in accordance with the approved funding programs and allotments.
- c. Maintains the DOE Field Funds Distribution System used by multiple Departmental field elements including ORO, multiple SC Site Offices, multiple Environmental Management Offices, Golden Field Office, and the Strategic Petroleum Reserve Office to support the release and authorization of funds to all contractors. Known as BEARS, the system coordinates all phases of budget planning, formulation and execution activities supporting the DOE

budget process, including ensuring the quality of data input into corporate budget systems and responding to data calls.

- d. Administers formulation and execution activities for the program direction accounts in support of site offices, program offices, and ORO.
- e. Implements DOE budget policy and procedures for programs funded by the Oak Ridge Allotment.
- f. Provides budget support for payments in lieu of taxes and other community funding activities.
- g. Participates on DOE-wide teams to provide field perspective in budget policy and systems initiatives.

4.6 Procurement and Contracts Division

- a. Exercises all delegable Head of Contracting Activity (HCA) authorities specifically delegated to the Procurement Director by the HCA in accordance with the Federal Acquisition Regulation 1.601.
- b. Develops and maintains a procurement system in compliance with all Federal procurement laws, policies, and procedures.
- c. Provides efficient and timely procurement services to the SC Site Offices and other Program Offices.
- d. Provides procurement policy implementation guidance to Site/Program Office contracting officers.
- e. Reviews prime contract and subcontract actions that exceed the authority of Site/Program Office contracting officers and provides comments as appropriate.
- f. Conducts major prime contract actions including source evaluation boards, and reviews acquisition plans, extend/compete packages, and submits to the HCA.
- g. Reviews foreign purchase determinations that exceed the authority of the Site/Program Office contracting officers.
- h. Awards interagency agreements as requested by supported Site/Program Offices.
- i. Awards and/or administers support service contracts as requested by supported Site/Program Offices.
- h. Provides oversight of the Small Business Procurement and Socioeconomic Procurement Programs.
- i. Manages the Government purchase card program.
- j. Manages the following systems: Contractor Performance Assessment Reporting System (CPARS), Acquisition Career Management Program, and Strategic Integrated Procurement Enterprise System (STRIPES).

- k. Serves as Chair and administers the activities of the Contract Review Board.
- l. Develops and promulgates procurement guidelines and procedures for all organizations having contracting authority under the cognizance of the ORO Manager.
- m. 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.
- n. Conducts appraisals of the procurement functions of designated cost-type prime contractors.
- o. Authorizes Work for Others reimbursable work above delegated dollar thresholds.
- q. Acquires services and supplies using Simplified Acquisition procedures.
- r. Serves as Primary Owner or Secondary Owner of contracts and financial assistance Science Management Systems (SCMS).

The Procurement and Contracts Division accomplishes its mission through the following staff and subordinate organizations:

- a. Deputy Director serves as the Deputy in the Procurement and Contracts Division, sharing with the Director responsibility for supervising and managing the Division.
- b. 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.
- c. The Policy Support Branch performs the functions listed under paragraph 4.6.1 below.
- d. The Acquisition Services Branch performs the functions listed under paragraph 4.6.2 below.
- e. The Special Acquisitions Branch performs the functions listed under paragraph 4.6.3 below.

4.6.1 Policy Support Branch

- (1) 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 Program; ORO Contracting Officer’s Representative

Program; and coordinates procurement training for ORO employees.

- (2) Reviews contract and financial assistance actions prepared by others to ensure quality and uniformity of contract actions throughout ORO.
- (3) Provides guidance and support to the ORO staff on contracting methods, procedures, contract formats, acquisition regulations, and instructions.
- (4) Provides assistance to DOE Headquarters in conducting procurement reviews and conducts contractor procurement system reviews.
- (5) Conducts procurement self assessment reviews for ORO and supported Site/Program Offices as requested.
- (6) Administers and serves as focal point for management information systems (e.g., STRIPES, CPARS, Federal Procurement Data Systems – Next Generation, I-Manage Data Warehouse).
- (7) 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.
- (8) Closes out expired and terminated contract, financial assistance, and interagency agreements instruments.
- (9) Responds to HQ data calls.
- (10) Manages the Procurement Balanced Scorecard Programs.

4.6.2 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.

- (1) Solicits, negotiates, awards, administers, and closes out assigned prime contracts and interagency agreements in support of the ORO mission;
- (2) Prepares negotiation records and otherwise documents findings in support of contract negotiations and recommendations.
- (3) Conducts Source Evaluation Boards (SEBs) for large dollar procurements and presents recommendations to the Source Selection Official for decision.
- (4) Analyzes and coordinates staff review of cost-type contractor subcontracts and purchase orders, and prepares Contract Financial Review Board findings, determinations, and recommendations.
- (5) Administers other contract and financial assistance provisions such as financial, audit, labor, socioeconomic, and payment provisions.

- (6) Issues changes within the scope of the contract. Negotiates equitable adjustments, develops contract files, and awards supplemental agreements.
- (7) Terminates contracts both for default and the convenience of the Government. Obtains required audits and reviews and negotiates termination settlements with the contractor.
- (8) 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.
- (9) Monitors and evaluates contractor's performance as appropriate for supported Sites/Program Offices.
- (10) Closes out assigned contracts 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.
- (11) Provides essential procurement and contracts expertise to supported Site/Program Offices.

4.6.3 Special Acquisitions Branch performs the activities listed in Paragraphs 4.6.2 (1) through (11) with primary focus on contracts involving long-term projects.