

# Kelly's Corner

April 12, 2013



## Conference Management

On December 6, 2012, Daniel Poneman released a message titled "Updated Guidance on Conference-Related Activities and Spending." While there are several aspects to these new requirements, I've highlighted some of the core guidance elements below.

- DOE Conference Tool is the new process that tracks costs for conferences and other related travel. The Federal Travel Regulation defines the term "conference" as "(a) meeting, retreat, seminar, symposium, workshops, exhibitions, or any event that involves attendee travel. The term also applies to training activities that are considered to be conferences under 5 C.F.R. 410.404.
- Contracting officers/federal employees shall not allow/incur any costs for conferences including deposits, non-refundable travel registrations, and registration fees until approval is obtained within DOE Conference Tool. Remember, approval within DOE Conference Tool is required for both DOE-sponsored and non-DOE sponsored conferences.
- Deputy Secretary must approve all conference expenditures in which the net DOE expenses will exceed \$100,000 but are less than \$500,000.
- Net DOE expenses of more than \$500,000 for a single conference are prohibited unless a Secretarial waiver is first obtained.
- **On the average, events in DOE Conference Tool will close at least 75 days before the first day DOE may incur costs.** This means approval must be completed at least 76 days prior to the event. Remember, once the DOE Conference Tool closes for any event, you must request special permission to attend it before you incur any costs. Please note that some events planned for November 2013 have already closed within DOE Conference tool, so get your requests in early.
- ORO-ISC employees must have the ORO Conference Attendance Request form signed before information is input into DOE Conference Tool.

The Planning and Budget Division is working on additional guidance for division directors. This information and forms will be placed on the ORO-Intranet home page.

## Reminders

### IDPs

Due April 15

### IT Coordinator's Meeting

2:00 p.m. on April 16  
Bldg. 2714, Room C-2

### All-Hands Meeting

9:00 a.m. on May 1  
AMSE



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## Science-Wide Directive Points of Contact Conference Call

On April 17 at 1:00 p.m., Jenni Hamilton is coordinating a conference call for all Office of Science federal and contractor Directives Points of Contact (DPCs).

The Science Management System (SCMS) and RevCom have worked as compatible and complementary systems since 2009. With the Management System Owner concept now in place for both systems, it is a good time to discuss continual blending of the two processes.

In 2010, 223 reviews were completed in one year, a number that far surpassed past accomplishments within the Directives Program. In 2011 and 2012, there were close to 200 reviews.

In 2012, several changes were implemented:

- Time frames for reviewing Justification Memos shortened from two weeks to two days—with those reviews being administered through email outside RevCom and with limited distribution due to short deadlines.

- Added an Enterprise Risk Management (ERM) Assessment review of each proposed directive, an addition to each Justification Memo review.
- Adding simultaneous reviews for directives and technical standards when the directive invokes and mandates requirements within the technical standard.

There is room to continue improving the system. With that thought in mind, the call will focus on what can be done as DPCs to make these reviews easier for everyone. This is also an opportunity to discuss any difficulties, outstanding issues, and/or improvements that could be incorporated into the process. The call will also be used to discuss: (1) issues due to administering the short deadline reviews through the SCMS process, (2) RevCom issues, and (3) concerns/problems of coordination with numerous sites.

If you are a POC, a MSO, or SMSO, I encourage you to be on the call. The call-in number is (888) 233-8190 and the participant pass code is 7832737#.

## Ombudsman Invitation

You are cordially invited to attend a presentation by Director Rita Franklin, Office of the Ombudsman and Associate Ombudsman Bill Maurer.

They will be in Oak Ridge at the American Museum of Science and Energy on Wednesday, May 1, from 10:00 a.m.–11:30 a.m. to let you know about the services they offer and to answer any questions you may have about their office.

In addition, they will accommodate confidential group and/or individual meetings with employees, supervisors,

and managers from 1:30–5:00 p.m. on May 1, and all day on May 2.

If you would like to schedule a meeting with Rita and Bill, please contact them directly at (202) 586-0500 or at [ombudsman@hq.doe.gov](mailto:ombudsman@hq.doe.gov). Although they recommend scheduling an appointment prior to April 19, they will do their best to accommodate on-site requests.

For more information about the DOE Office of the Ombudsman, please visit <http://energy.gov/office-ombudsman>.

*“Some of the world's greatest feats were accomplished by people not smart enough to know they were impossible.”*

~Doug Larson

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## Support and Recognition

Oak Ridge employees continue to be called upon to provide expertise to HQ organizations and site offices. Some of this support is for the following:

- Andy Owen is serving as the radiation protection-qualifying official for employees at the Chicago ISC and the Argonne Site Office.
- Dana Willaford is in a working group under HQ/EM-30 and NA-00-30 regarding evaluation of DOE orders addressing packaging certification and offsite transportation.
- Jenny Mullins is serving as co-chair for the newly formed Recordkeeping Resource Group.
- Mike Sterling is working with the TJSO with the Contract 77 review and directive management requirements associated with the Jefferson Science Associates contract.
- Chris Sizemore is serving as a United States' representative on the Financial Audit Board of the ITER Headquarters Organization in Cadarache, France to participate in the FY 2012 financial statement audit of the ITER organization.
- Delisa Atwater is on detail to HQ-EM Office of Budget.
- Jami Standridge is on a HQ-SC review team of the operations budget for two capital projects at SLAC.
- Nate Barker is serving on the HQ-CFO team reviewing domestic travel of DOE contractors.

## New Faces

### Melissa Campbell

Melissa joined ORO's Procurement and Contracts in April 2013. She was born in Dayton, Ohio; however, was a "military brat" and moved around the world during her youth.

She attended Troy University in Troy, AL receiving a Bachelor of Science degree in Management and a master's degree in Human Resources Management.

She began her federal career in 1980 with the Veterans Administration hospital in Little Rock, AR.

Before moving to TN, Melissa resided in Niceville, FL for 22 years and worked for the Department of the Air Force at Eglin Air Force Base.

She is married and has four adult children. She enjoys sports, crafts, and reading.



*"Promise only what you can deliver. Then deliver more than you promise."*

~Author Unknown