

**Part III**  
**Roles and Responsibilities from Other Handbook References**  
**(Numbers in the matrix correspond to chapter numbers.)**

DOE Other	Contracting Officer	Contracting Officer's Represent.	Property Admin.	Counsel	Head of Contracting Activity	Procure. Executive	Contractor	Industrial Relations Specialist	Ops./Field Office Manager	Field Element Manager	Chief Financial Officer	Head of Agency	Program Office	Source Selection Official	Subj. Matter Experts
<b>Acquisition Letters:</b>															
DOE AL 91-10, Balanced Scorecard Performance Management Program for Federal Procurement and Contractor Purchasing Systems															
DOE AL 93-2, M & O Financial Management							7								
DOE AL 93-4, Displaced Workers Benefit Program					3										
DOE AL 94-9, Travel Costs	7				7										
DOE AL 2000-02, Small Business Programs	12				12		12								
DOE AL 96-09, Procedures to Extend Management and Operating Contracts					5										
DOE AL 97-06, Review and Approval of Contract Performance Objectives and Fee Structures					5	5									
DOE AL 97-08, Structuring Performance-Based Incentive Arrangements					5										
DOE AL 97-09, Cost Reduction Incentives									5						
DOE AL 98-03, M&O Contractor Purchasing” dated February 6, 1998	10						10								
DOE AL 98-04, Diversity Plan	12						12								
DOE AL 98-08, Performance-Based Contracting Guide	5	5			5		5		5				5		

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DOE AL 98-09, 8(a) MOU Direct Awards					12										
DOE AL 98-10, Balance Scorecard Performance Measurement and Performance Management Program for Federal Procurement and Contractor Purchasing Systems	5, 10				5, 10	5	5, 10								
DOE AL 99-02, 1999 Executive Compensation					3								3		
<b>DOE Guides:</b>															
DOE G 1324.5B, Implementation Guide for Use with 36 CFR Chapter XII-Subchapter B Records Management	9														
<b>DOE Handbooks:</b>															
DOE Budget Formulation Handbook											2		2, 3		
<b>DOE Orders:</b>															
DOE O 224.1, Contractor Performance-Based Business Management Process					5		5								
DOE O 232.1A, Occurrence Reporting and Processing of Operations Information							2								
DOE O 350.1, Chapter 1, Labor Relations					3		3								
DOE O 350.1, Chapter 2, Labor Standards					3										3

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DOE O 350.1, Chapter 3, Contractor Human Resource Management Programs									3						3
DOE O 350.1, Chapter 4 Compensation							3						3		
DOE O 350.1, Chapter 5 Benefits	3				3	3	3								
DOE O 350.1, Chapter 6 Pensions	3			3	3		3								
DOE O 350.1, Chapter 7, Risk Management and Liability Programs	7, 3				3										3
DOE O 412.1 Work Authorization System	8						8		8		8				
DOE O 430.1A Life Cycle Asset Management	11						11								
DOE O 460.1A Packaging and Transportation Safety									11				11		11
DOE O 481.1X, Work for Others	8			8		8	8		8		8		8		8
DOE O 534.1, Accounting (includes the DOE Accounting Handbook available on the Office of Financial Policy home page)											7				
DOE O 541.1, Appointment of Contracting Officers and Contracting Office Representatives					5										
<b>DOE Manuals:</b>															
DOE M 411.1-1A, "Safety Management Functions, Responsibilities and Authorities Manual"	2				2				2	2,5			2,5		2

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<b>DOE Acquisition Guide:</b>															
Acquisition Guide DOE/HR-0137, Chapter 9 OCI	8														
Acquisition Guide, Chapter 26 Energy Policy Act Implementation													12		12
Acquisition Guide Chapter 33	8			8	8	8									8
Acquisition Guide, Chapter 42 Contract Administration, Contractor Past Performance Information							5		5				5		
Acquisition Guide," Chapter 70, "Contractor Compensation-Variable Pay"	3						3								
<b>Other DOE References:</b>															
DOE Field Budget Call											2		2, 3		2
Memorandum of February 19, 1999, Richard H. Hopf, Director Office of Procurement and Assistance Management	2, 8														
Approval Procedures for Compensation Increase Plan (CIP) Funds Annual Guidance" issued by MA-53					3										
Department of Energy Property Management Regulations (Code of Federal Regulations, Title 41, Part 109)			11				11		11						

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Planning Guidance for Contractor Work Force Restructuring, December 1998									3						3
Chief Financial Officer Memorandum of October 30, 1998											7				
<b>Other Non-DOE References:</b>															
Section 3161 and 3163 of the Fiscal Year 1993 National Defense Authorization Act									3						
Section 304 of the FY 1999 Energy and Water Development Appropriations Act									3						3
10 CFR Section 850.39, "Recordkeeping and Use of Information," (for Beryllium related records)							2,9								
36 CFR, Chapter 12 Subchapter B Records Management															9