




The Deputy Secretary of Energy
Washington, DC 20585

January 28, 2013

MEMORANDUM FOR DISTRIBUTION

FROM: DANIEL B. PONEMAN 

SUBJECT: Fee Determinations: Requirement to Obtain Acquisition Executive's Input

Effective immediately, each Fee Determining Official for an award or incentive fee contract that falls under the cognizance of an Acquisition Executive, as defined in Department of Energy (DOE) Order 413.3B, must brief and obtain the input of that Acquisition Executive before determining earned fee under the contract. The Fee Determining Official should ensure the Acquisition Executive is briefed on the provisions of the contract's Performance Evaluation Management Plan to facilitate the Acquisition Executive's providing input relevant to the fee determination.

When the Deputy Secretary is the Acquisition Executive, the Fee Determining Official, except those in the National Nuclear Security Administration (NNSA), must keep the Director, Office of Acquisition and Project Management, informed of plans to brief the Acquisition Executive. Within NNSA, its Office of Acquisition and Project Management should be informed.

This memorandum will be cancelled upon issuance of formal policy by the Senior Procurement Executives of DOE and NNSA.



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