



POLICY FLASH 2016-11

DATE: January 15, 2016

TO: Procurement Directors
Heads of Contracting Activities



FROM: Chief
Contract and Financial Assistance Policy Division
Office of Policy
Office of Acquisition Management

SUBJECT: Streamlining DOE's Oversight of Compensation and Benefits

SUMMARY: The purpose of Acquisition Letter (AL) 2016-01 is to provide guidance regarding required actions to move from DOE traditional transactional approach for approving certain costs relating to compensation and benefits, to a risk based approach that removes a requirement for DOE approval where risk reducing conditions are met. To support this transition, contractual requirements are being revised in the highlighted areas of the attached Special H Clause relating to DOE approval requirements for the contractor compensation increase plans, pension contributions above the minimum required amount, and changes to contractor benefit plans. Finally, non-substantive editorial changes are being made where appropriate.

Contracting Officers must take appropriate actions, including bilaterally modifying existing contracts, as appropriate, to incorporate the highlighted changes in the attached Special H clause no later than February 29, 2016.

Modifications to the highlighted changes in the attached Special H clause, for Program or site specific conditions, are permitted with advance approval by the HCA and concurrence from the Office of

Acquisition Management. For NNSA, if a site seeks to deviate from incorporating the highlighted changes in the Special H clause, the Contracting Officer must obtain the approval of the NNSA HCA before seeking to bilaterally modify the contract.

This Flash and associated attachment will be available online at the following website:

<https://cms.doe.gov/management/listings/policy-flashes>

Questions concerning this policy flash should be directed to Robert M. Myers, Director, Contractor Human Resources Policy Division (MA-612) at (202) 287-1584 or robert.myers@hq.doe.gov.

Attachment