

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
Acquisition Letters:															
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		

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
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		
DOE Guides:															
DOE G 1324.5B, Implementation Guide for Use with 36 CFR Chapter XII-Subchapter B Records Management	9														
DOE Handbooks:															
DOE Budget Formulation Handbook											2		2, 3		
DOE Orders:															
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

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
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										
DOE Manuals:															
DOE M 411.1-1A, "Safety Management Functions, Responsibilities and Authorities Manual"	2				2				2	2,5			2,5		2

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
DOE Acquisition Guide:															
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								
Other DOE References:															
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						

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
Planning Guidance for Contractor Work Force Restructuring, December 1998									3						3
Chief Financial Officer Memorandum of October 30, 1998											7				
Other Non-DOE References:															
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