

memorandum

Albuquerque Operations Office

Date: **APR 24 2002**

Reply to

Attn of: OMOC

Subject: Memorandum of Agreement with Carlsbad Field Office

To: Those on Attached List

Attached is the signed Memorandum of Agreement (MOA) between the Carlsbad Field Office and the Albuquerque Operations Office. The MOA delineates the current roles and responsibilities of the two offices. The MOA may be modified in the future, by mutual consent of the parties, to accommodate organizational changes and/or shifting roles and responsibilities.

Should you have any questions, please contact me at (505) 845-4745.



Christine M. Gibson
Acting Director
Office of Management and
Operating Contracts

Attachment

cc w/attachment:
R. Braden, NA-63, NNSA
R. Hopf, ME-60, HQ
I. Triay, CBFO
M. Daugherty, CBFO

Addressees - Memorandum Dated APR 24 2000 -2.

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Memorandum of Agreement Between the Carlsbad Field Office And Albuquerque Operations Office

Purpose

This memorandum of agreement (MOA) defines the roles and responsibilities of the Carlsbad Field Office (CBFO) and the Albuquerque Operations Office (ALO). This MOA clarifies the division of responsibilities and assures:

- effective and efficient management of strategic and long-range integrated planning activities
- planning activities, directives, and operations are coordinated, integrated, and consistent with Headquarters programs, policies, and guidance
- offices clearly understand their respective responsibilities and that the offices are communicating effectively with each other.

Scope

The scope of this MOA is to delineate the roles and responsibilities of ALO and CBFO germane to program administration and related activities. It does not include associated roles for the National Transuranic Waste Program, WIPP Operations, or the TRU Waste Steering Committee. The roles and responsibilities of these organizations will be addressed separately by other memoranda of agreement. The basic concept in this document is that ALO and the CBFO work as a team to ensure proper administrative support and program implementation. Each organization has certain specific responsibilities, delineated herein, that are both supportive and complementary.

Roles and Responsibilities

General

WIPP is a national program with high visibility. It has strong stakeholder interest that includes Congress, Federal, State and local governments and advocacy groups. For CBFO and ALO to function effectively, the responsibilities must be assigned appropriately. The overall framework for interaction between the two offices is provided in the attached Summary of Roles and Responsibilities.

Carlsbad Field Office

The Carlsbad Field Office (CBFO) is responsible for day-to-day implementation of the WIPP program, the National Border Technology Partnership Program, the Underground Science program, and transparency work with the International Atomic Energy Association. These responsibilities incorporate operation of program facilities, managing contractors, science advisors, and their support contractors, and implementing HQ policy and guidance. CBFO will plan and implement the scientific program needed to

determine WIPP's compliance with disposal standards. CBFO will provide information to HQ on ongoing program activities, ensuring that HQ is informed on progress of the technical program and institutional activities, as well as status of commitments.

The CBFO will continue to take advantage of economies of scale using ALO to provide effective matrix administrative support. The CBFO will be given more authority over its administrative programs, at a level comparable with a Field Office. This will put the responsibility and accountability for the success of the programs where it is best understood and needed. This would also allow these programs (funds control, contract performance, and program management) to become a management tool to assure best performance and mission success. CBFO is responsible for compliance with all security requirements, authorities, approvals and risk acceptance authorized by DOE/EM, with NNSA/AL providing support as requested.

Albuquerque Operations Office

ALO will provide administrative support to CBFO. To assure best performance and mission success, ALO will provide effective levels of requested matrix support that complement CBFO capability and authority over its administrative programs.

Changes to MOA

This MOA may be modified by mutual consent of both parties. The party proposing the change will draft the modification and obtain the required signatures.

Approval

Inés R Triay 3/25/02

Dr. Inés Triay
Manager
Carlsbad Field Office

Date

RE Glass 9/27/01

Richard Glass
Manager
Albuquerque Operations Office

Date

FACILITY OPERATIONS		
Activity	CBFO	ALO
Operations	<p>Manage M&O contractor.</p> <p>Approves Program Safety Authorization Basis.</p> <p>Operates Energy Management Program.</p> <p>Implements direction, guidance, and policy of DOE pursuant to HQ supervision.</p> <p>Lead technical exchanges with EPA and others in consultation with HQ.</p>	<p>Provide operational/safety and health support as requested by CBFO.</p> <p>Provide updated information on DOE maintenance program changes.</p> <p>Provide review/approval for CBFO Maintenance Implementation Plan.</p> <p>Assist in reporting of utility consumption data to HQ.</p> <p>Energy Management Program management assistance.</p>
Project Management	<p>Line Item Project Management.</p> <p>Design reviews.</p> <p>Engineering support.</p>	<p>Line Item project management assistance.</p>
Security	<p>Security clearance, upgrade, downgrade, termination and reinstatement submittals.</p> <p>Conduct security survey every two years.</p> <p>Coordinate with program office to define program direction.</p> <p>Approve security plan and security training plan.</p>	<p>Clearance processing and administration.</p> <p>Support for security survey conducted every two years.</p> <p>Maintain classified database (SSIMS) on security findings.</p> <p>FOCI determination and support.</p> <p>FDAR support.</p> <p>Security plan & training plan review/support.</p>
Cyber Security	<p>Provide cyber-security oversight and Contractor Information Protection Program Manager designee.</p>	<p>The WIPP and CBFO cyber security program will be under the cognizance of the AL Information Systems Security Operations Manager. The program will be implemented in accordance with cyber security policies and procedures published by AL.</p>

FACILITY OPERATIONS		
Activity	CBFO	ALO
Emergency Management	<p>CBFO will approve WIPP related emergency plans.</p> <p>CBFO is responsible for all contractor and WIPP site emergency management programs and the operation of the WIPP site emergency operations center.</p> <p>CBFO is responsible for the negotiation, and maintenance of mutual aid agreements / understandings with local authorities.</p> <p>Provide Radiological Assistance Program (RAP) Team Leader (TL), Contractor Regional Coordinator (CRC) and RAP Team members to support the DOE Region 4 RAP.</p>	<p>Provide emergency management staff assistance visits.</p> <p>Evaluate annual WIPP site exercises.</p> <p>Provide exercise planning assistance (i.e., review and approval of exercise package, provide controllers)</p> <p>Disseminate HQ and government guidance and direction to CBFO when received from other sources.</p> <p>Manage Region 4 Radiological Assistance Program.</p>
Transportation	<p>Assist with the consolidated grant.</p> <p>Administer the Consolidated Grant. ****</p> <p>Authorize and call out of the WIPP/CBFO Incident Accident Response Team (IART).</p> <p>Manage CBFO Transportation Contracts.</p> <p>Schedule and manage WIPPTREX and WIPPTRAX exercises for DOE.</p> <p>Coordinate WIPPTREX and WIPPTRAX activities with ALO Emergency Management.</p> <p>Administer State and Tribal Cooperative Agreements, including development of budgets.</p> <p>Consult with and support other EM shipping campaigns.</p>	<p>AL Lead in responding to off-site transportation incidents.</p> <p>Categorization and classification of transportation incidents.</p> <p>Deploy Region 4 Radiological Assistance Program Teams.</p> <p>Support WIPPTREX and WIPPTRAX activities.</p> <p>TRANSCOM designated facility, will follow initial notification process, will perform official activation of the AL EOC.</p> <p>Make initial notifications to appropriate DOE Regional Coordinating Offices (RCO) during TRUPACT Transportation incidents.</p> <p>Provide the initial On-scene Energy Senior Official from Region 4.</p>

FACILITY OPERATIONS		
Activity	CBFO	ALO
Transportation (continued)		<p>Through NTP-A, manage TRANSCOM.</p> <p>Directs development of the Consolidated Grant for transportation monies to States and Tribes.</p> <p>Audit of transportation carrier contractors under the DOE Motor Carriers Evaluation Program as requested by CBFO.</p> <p>Contact JNACC to coordinate Safe Parking.</p>

ADMINISTRATION & SUPPORT		
Activity	CBFO	ALO
Property Management	Provide day-to-day oversight of contractor personal property system.	<p>Approve M&O Property System.</p> <p>Approve negotiated sales of property.</p> <p>Approve vehicle fleet increases.</p> <p>Real Property Management.</p> <p>Provide advice, guidance, and counseling on oversight of M&O property system.</p>
Information Management	CBFO has responsibility for automated data processing, and telecommunication management. CBFO will maintain a URL for the internet and be responsible for telephone credit card distribution.	Technical support for ALO administrative programs.
Records Management	CBFO has responsible for document control and record management programs.	<p>Provide records management and mail handling advice and assistance as requested by CBFO.</p> <p>Submission of bi-annual mail reports to HQ.</p>

ADMINISTRATION & SUPPORT		
Activity	CBFO	ALO
Planning and Budget	<p>Perform all budgetary functions including formulating, presenting, and executing assigned budgets and programs.</p> <p>Operate baseline change control board and approve BCRs.</p>	<p>Certifying the availability of funds.</p> <p>Approved Funding Program processing, including On-line Payment and Collections (OPACs), Inter-Office Work Orders (IWOs), reconciling transfers, etc.</p>
Financial Management	<p>Ensure travel authorization and voucher processing through Travel Manager.</p> <p>Ensure time and attendance recording through Energy Time and Attendance System (ETAS).</p> <p>FIMS program and database management reconciliation assistance.</p> <p>Respond to Office of Inspector General referrals.</p>	<p>Travel Manager and payment of travel vouchers.</p> <p>Classifying, recording, and reporting of accounting data. Billings, collections, and disbursements.</p> <p>Letters of credit establishment, monitoring, and reporting. Contract pricing support, advice, and guidance as requested by CBFO.</p> <p>Financial liaison to M&O contractor. Audit liaison.</p> <p>Payroll Processing. Payment of Contractor invoices.</p>
Procurement	<p>Prepare Performance Evaluation and Measurement Plans.</p> <p>Evaluate and prepare Performance Evaluation Reports.</p> <p>M&O Contract Administration.</p> <p>Prime Contract and Financial Assistance Award and Administration.</p> <p>Assist in BMOP Plan development.</p> <p>Ensure prompt approval of invoices for payment.</p>	<p>Credit Card Administration.**</p> <p>M&O Fee Determination Official. Appendix A admin.**</p> <p>Contracting authority for CBFO IAW DOE/AL's Acquisition Coordination and Approval Procedures.**</p> <p>M&O Contract Award, extension recommendations, fee and scope negotiations, and contract modifications.**</p> <p>Procurement support for Support Service contracts and Major Acquisitions.</p> <p>Utility & Energy Management Oversight and Acquisition.</p>

ADMINISTRATION & SUPPORT		
Activity	CBFO	ALO
Procurement (continued)	Cost Accounting Standards (CAS) Administration	Maintain PADs database and input. Procurement Policy and Guidance, system approval.** BMOP Plan Development. BMOP Review and Report. Contracting Officer Warrant Program. **
EEO/Diversity		Process Discrimination Complaints. Provide Mediation Services. Provide guidance to the EEO Counselor and to the Special Emphasis Program Manager.
Training	Maintain CBFO training budget. Approve and process training requests. Procurement of training classes.** Register students in training courses. Submit training records to individual's personnel records. Maintain official training records for CBFO employees. Administer the Technical Qualification Program. Assessment of M&O training program. Financial tracking of training costs. Prepare annual training plan based on assessments.	Provide CBFO with the tools, models, procedures, and training necessary to allow CBFO to assume training responsibilities. Provide TQP procedures and manual as well as any required training to assist CBFO with the development of their TQP program requirements. Provide yearly training at CBFO for EEO/Diversity/Sexual Harassment courses. Provide information on satellite training courses. Train CBFO employees on use of electronic training request system. Provide updates on the Technical Qualification Program. Support assessment of M&O training program.

ADMINISTRATION & SUPPORT		
Activity	CBFO	ALO
Personnel Management	<p>Preparation of position descriptions.</p> <p>Development of justifications for requested personnel actions as appropriate.</p> <p>Preparation of personnel action forms.</p> <p>Preparation of recruitment packages.</p>	<p>Personnel action processing.</p> <p>Perform Employee Relations function to include handling employee grievances and disciplinary actions as well as performance based actions.</p> <p>Perform Classification and position management functions.***</p> <p>Perform staffing and recruitment functions.***</p> <p>Administer Pay, Leave, and Hours of Work Program. Awards Program.</p> <p>Perform executive resources personnel management functions (SES, SL, ST, Excepted Service).</p> <p>360 Performance appraisals.</p> <p>Process retirement actions and provide assistance, advice and counsel on retirement issues and requirements.</p> <p>Address Employee Concerns, DOE O442.1</p> <p>Enter information in CHRIS.</p> <p>Enrollment for insurance, TSP and other benefit programs.</p> <p>Maintain official personnel files.</p> <p>Administer the Part 708 DOE Contractor Employee Protection Program.</p>

GENERAL COUNSEL		
Activity	CBFO	ALO
Legal	Legal counsel on CBFO programs and activities, including general litigation, environmental issues, and procurement issues.	Provide legal assistance for ALO administrative support responsibilities. Provide advice and guidance as requested by CBFO.

PUBLIC AFFAIRS		
Activity	CBFO	ALO
Communications	Public Affairs Internal Communications Intergovernmental Affairs Responsible for the CBFO Freedom Of Information Act (FOIA).	Provide FOIA advice and guidance as requested by CBFO.

ENVIRONMENTAL		
Activity	CBFO	ALO
Environmental	NEPA approval authority.* Regulatory Compliance. Monitoring	NEPA technical support as requested by CBFO.

QUALITY ASSURANCE		
Activity	CBFO	ALO
Quality Assurance	Prepare CBFO Quality Assurance Plan. Prepare CBFO Quality Assurance requirements consistent with HQ guidance. Implement Quality Assurance Program. Audits and Surveillance.	Independent Assessments of Quality Assurance Programs as requested by CBFO.

- * Requires delegation of authority from DOE-HQ.
- ** These functions will be assumed by CBFO upon designation of HCA.
- *** These functions will be performed by CBFO when a personnel specialist is hired that has the capability to perform classification and staffing functions and authority is delegated from Headquarters.
- **** These functions will be performed upon the completion of the Consolidated Grant development process.