

BUSINESS, BUDGET, AND CONTRACTS (BBC)
CRAD 1

OBJECTIVE

BBC.1 DOE and contractor procedures ensure that missions are translated into work, expectations are set, tasks are identified and prioritized, and resources are allocated. (CE I-2, CE, I-6, CE I-7, CE I-9)

Criteria

1. DOE guidance for translating mission into work includes delineating its plan of work. This means the scope, schedule, and funding allocations for each fiscal year.
2. DOE guidance for setting expectations for the contractor is established through contracts and regulations. These contracts and regulations provide guidance on expected performance, set goals and priorities, and allocate resources.
3. DOE roles and responsibilities are clearly delineated to ensure a satisfactory level of safety, accountability, and authority to define the scope of work.
4. DOE procedures ensure that the contractor adequately prioritizes work so that, when the ISMS is implemented, mission and safety expectations are met within available budget and resources. DOE procedures require that performance objectives and related goals and priorities are reviewed and approved.
5. Contractor procedures translate mission expectations from DOE into tasks that permit identification of resource requirements, relative prioritization, and performance measures that are established consistent with DOE requirements (DEAR 970.5204-2).
6. DOE and contractor procedures provide for DOE approval of proposed tasks and prioritization. Work planning procedures provide for feedback and continuous improvement.
7. DOE and contractor procedures provide for change control of approved tasks, prioritization, and identification of resources.
8. Contractor procedures provide for flowdown of DEAR 970.5204-2, “Integration of Environment, Safety and Health into Work Planning and Execution,” requirements into subcontracts involving complex or hazardous work.

APPROACH:

Record Review: (List of documents with title, date, revision)

Interviews: (List of interviews conducted by functional title)

Observations: (If any)

CONCLUSION:

The objectives were met / not met. (List statement of the objectives being met or not met.)

Deficiencies:

Areas for Improvement:

Noteworthy Practices:

Submitted: _____ Review Team Member	Approved: _____ Review Team Leader
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