

Job	STRIPES Security Group	STRIPES Route Role	Acquisition / Financial Assistance A = applies only to Acquisition FA = applies only to Financial Assistance A/FA = applies to both Acquisition and Financial Assistance
Administrator	Sys Admin (for HTSI)	Administrator/Help Desk	A/FA
	Site Admin (for local sites)	Administrator/Help Desk	A/FA
Close-out Specialist	Approver/Reviewer	Closeout Specialist	A/FA
Contracting Officer	Contracting Officer	Contract Officer	A
	Approver/Reviewer	Approver/Reviewer	A
	Requisitioner (if needed)	Requisitioner (if needed)	A
	Source Selection Official (if needed)	Source Selection Official (if needed)	A
		Closeout Specialist (if needed)	A
		Pricing Support (if needed)	A
Contracting Officer - Financial Assistance	FA Contract Officer	Contracting Officer	FA
	Approver/Reviewer	Approver/Reviewer	FA
	Requisitioner (if needed)	Requisitioner (if needed)	FA
		Closeout Specialist	FA
Contracting Officers Representative	Approver/Reviewer	COR	A
Contracting Officers Representative (for Financial Assistance)	FA COR	COR	FA
Contract Specialist	Contracting Specialist	Contract Specialist	A
	Requisitioner (if needed)	Requisitioner (if needed)	A
Contract Specialist- Financial Assistance	FA Contract Specialist	Contracting Specialist	FA
	Requisitioner (if needed)	Requisitioner (if needed)	FA
		Closeout Specialist (if needed)	FA
Cost/pricing support	Approver/Review	Pricing Support	A
Field/Local Business Clearance/Independent Review	Approver/Review	Special Review/Approval	A/FA
Finance / accounting	Finance		A/FA
General Counsel	Approver/Reviewer	Office of Counsel	A/FA
Head of Contracting Activity Approval	Approver/Reviewer	Agency Approval	A/FA
Helpdesk Level 1	Helpdesk Level 1		A/FA

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Helpdesk Level 2	Helpdesk Level 2		A/FA
HQ Business Clearance/Buddies	Approver/Reviewer	HQ Business Clearance	A/FA
Office of Small and Disadvantaged Business Utilization	Approver/Reviewer	OSDBU	A
Program Budget Officer (Approves Funding on Requisitions)	Approver/Reviewer	Budget Approval	A/FA
Resource Manager/Administrative Officer (tracks funding)	Approver/Reviewer	Program Office - Budget	A/FA
Program Reviewing Official	Approver/Reviewer	Program - Non Budget Pcard Approving Official (if needed)	A/FA
Program Reviewing Official - Purchase Cards Only	Approver/Reviewer	Pcard Approving Official	A
PCard Approving Official	Approver/Reviewer	PCard Approving Official	A
Purchase Card Holder	Purchase Card Holder	Pcard Holder	A
Pcard Organization Program Coordinator (OPC)	Approver/Reviewer	Pcard Organization Program Coordinator	A
Pcard Program Manager/Agency Program Coordinator (APC)	Approver/Reviewer	Pcard Program Manager/Agency Program Coordinator	A
Pricing Support - Non Contracting Officer/Specialist	Approver/Reviewer	Pricing Support	A
Program FOA Coordinator (Science Only)	Program FOA Coordinator	Special Review/Approval	FA
Requisitioner	Requisitioner	Requisitioner	A/FA

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Secretary of Energy, Under Secretary, Deputy Secretary Approval	Approver/Reviewer	Agency Approval	A/FA
Site Administration	Site Admin	Administrator/Help Desk	
Small Business Specialist	Approver/Reviewer	Small Business Specialist	A
Source Selection Official - Non- Contracting Officer	Source Selection Official	Source Selection Official	A
Special Approver	Approver/Reviewer	Special Review/Approval	A
Technical Evaluator -Voting Member	Eval Team Support/Voting Member	Evaluation Team Member	A/FA
Technical Evaluator -Non-Voting Member	Approver/Reviewer	Evaluation Team Member	A/FA
Workload Distribution Point of Contact	Workload Distribution Point of Contact	Administrator/Help Desk	A/FA

STRIPES Guidance for Route Roles and Security Group Selections, Security Group Descriptions

A **Security Group** is a collection of users that share the same set of access rules. Security Groups do not control access to individual documents. In order to manipulate a document in STRIPES, there are several factors that determine the extent of rights a user will have. System rights are determined by the Security Group(s) to which the user belongs, Route Role(s), Approval Thresholds, Warrants, Document Types, user Privileges, and Data Access. Security Groups enable an agency to grant access to functions and data in STRIPES documents.

The STRIPES Security Group represents a high-level distinction between various types of users only. Individual access to documents in order to Review, Approve, and Commit or Obligate funds, is set through Warrant Authorities, and Route Roles under each User Profile. A user can belong to multiple security groups. If a user is part of multiple groups, the group with the highest security will determine the total scope of system access for that user.

* N/A = Not Applicable

Security Groups	Description	Acquisition	Financial Assistance
Approver/Reviewer	Applies approvals and provides comment and input to documents created by others. Includes budget officials, CORs, senior DOE management, Office of Counsel, and the Small Business Utilization Office. Approver/Reviewer group members will appear in specific workflows based on their Route Roles. Cannot create, edit, or delete documents. Can view and add comments to routes. No access to data fields, except where specifically delegated (e.g., Budget Officials) Cannot release documents in STRIPES or to FedConnect	X	X
Contracting Officer	Has full rights to edit and execute all award document types (typically created by Contract Specialists) and release them to STARS except Requisitions. Can Open, Edit, Delete, and release all award document types except Requisitions. Can Release obligation requests to STARS. Can Release all award document types to FedConnect and the STARS. Read-only access to Requisitions. Can Delete unapproved and unreleased documents. Can prepare, review, and approve closeout documentation.	X	N/A (see FA Contracting Officer)
Contracting Specialist	Creates and edits all award document types, typically in preparation for Contracting Officer approve and release. Includes personnel classified as Buyers. Can create and edit all award document types except Requisitions. Can delete unapproved and unreleased documents. Cannot Release documents. Read-only access to Requisitions.	X	N/A (see FA Contracting Specialist)
Eval Team Support /Voting Member	Can open and view solicitations and related documents for the purposes of evaluation. Includes technical, cost, and management evaluation team members. Cannot Release documents. Cannot Delete documents. Can open and view solicitations and solicitation attachments. Can attach documents.	X	X
FA Contract Specialist	Same as "Contracting Specialist" above but only applies to Financial Assistance transactions	N/A	X
FA Contracting Officer	Same as "Contracting Officer" above but only applies to Financial Assistance transactions	N/A	X
FA COR	Contracting Officer's Representative who assists the CO in the technical administration of Financial Assistance. Can create and delete APPs. Cannot Release documents.	N/A	X

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Security Groups	Description	Acquisition	Financial Assistance
Finance (read-only)	<p>This is a READ-ONLY security group created for the members from Finance and shipping/receiving personnel at NETL and sites that could receive a hazzardous material.</p> <p>This security group has limited access and capability.</p> <p>For Finance members, they will be able to see the line item level of documents.</p> <p>For NETL and sites, users in this security group can look at a line item to determine if it is tagged as a hazzardous material.</p>	X	X
Helpdesk Level 1	STRIPES help desk, HTSI	X	X
Helpdesk Level 2	STRIPES help desk, HTSI	X	X
Program FOA Coordinator	Financial Assistance only. This is a special designation for the Office of Science.	N/A	X
Program Office - Budget	<p>Can create advance planning documentation and release Requisitions (created by Requisitioners).</p> <p>Possesses read access to all follow-on contract documents except the solicitation.</p> <p>Can Open, Edit, and Release APPs.</p> <p>Can Release Requisitions.</p> <p>Cannot Release documents to FedConnect or the IAE.</p> <p>Cannot view solicitations.</p>	X	X
Purchase Card Holder	A DOE employee or authorized contractor with purchasing authority who has a DOE issued PCard in his/her name.	X	N/A
Requisitioner	<p>Creates, edits, and deltes Requisitions in preparation for approval and release by Program Officials</p> <p>Can Open and Edit APPs and all Requisition types.</p> <p>Cannot Release Requisitions.</p> <p>Cannot Delete Requisitions.</p> <p>Can view all contract document types except Solicitations.</p>	X	X
Site Admin	STRIPES Site-level administrator who will set up local templates, checklists, and clauses, reset passwords, reasssing document ownership, etc.	X	X
Source Selection Official	<p>View-only access to solicitation documents needed to make source selection decisions.</p> <p>Cannot Edit or Delete any document types.</p> <p>Can view source selection documents.</p> <p>Can view status of solicitations.</p> <p>Cannot Release documents.</p>	X	X
Sys Admin	STRIPES System Administration tasks will be defined according to the existing HTSI support contract agreement, as well as DOE decisions concerning the range of permissions to allow local administrators.	X	X
Workload Distribution Point of Contact	<p>This is the person who will distribute the assignments (Requisitions). This person may send information to the Supervisor / Team Lead, Contracting Officer, Contract Specialist, Buyer or the direct participant.</p> <p>Can view and assign Requisitions to Contract Specialist or CO for action.</p> <p>Includes Procurement Techs and other support personnel.</p> <p>Can view and assign all Requisition types. Cannot release documents.</p> <p>Cannot delete documents.</p> <p>Cannot view solicitations.</p>	X	X

STRIPES Guidance for Route Roles and Security Group Selections, Security Group Descriptions

Route Roles are what give Users system access and capabilities below the Security Group level. Although two users may both be in the same STRIPES Security Group, their abilities to Review and Approve specific types of documents is controlled by their Route Role.

Routing Lists are lists of one or more STRIPES users that need to be notified when a STRIPES document has been assigned to them for review or approval. A notification can be sent as a courtesy copy also.

* N/A = Not Applicable

Route Roles	Description	Acquisition	Financial Assistance
Administrator/Help Desk	Applies to Sys Admin, Site Admin, & Help Desk only	X	X
Agency Approval	This role includes high ranking departmental officials such as Head of Contracting Activities (HCA), Secretarial Approval, Assistant Secretary Approval, etc.	X	X
Budget Approval	This should be the person who presently certifies funds on the Procurement Request (PR) form. This person is typically in Finance. This role is mandatory on a For Approval routing for a Requisition.	X	X
Closeout Specialist	This role includes federal workers and/or contractors who prepare, review, and approve closeout documentation.	X	X
Contract Specialist	This acquisition professional is one who prepares and administers assigned contracts.	X	X
Contracting Officer	This person is the one who prepares, executes, and administers assigned contracts in accordance with warranted authority. This role is mandatory on a For Approval routing for Awards and Solicitations.	X	X
COR	Contracting Officer's Representative is the one who assists the CO in the technical administration of a contract.	X	N/A
Evaluation Team Member	Qualified reviewers and experts from the cognizant program and procurement offices as well as other representatives determined by the CO.	X	X
HQ Business Clearance	This is synonymous with MA-62 and is necessary on certain dollar level thresholds of Requisitions. Use this role if your document requires headquarters' approval. Some examples include M&O contracts, high dollar value, and sensitive transactions (eg. IT purchases, application sensitive, etc.).	X	X
Office of Counsel	The person(s) providing legal advice and assistance regarding the contract.	X	X
OSDBU	Office of Small and Disadvantage Business Utilization, Advanced Planning Acquisition Team Review	X	N/A
PCard Approving Official	Approving Officials for the Pcard Program. Approves micro purchases. Also an Organization Program Coordinator who also approves Pcard purchases , select this Route Role in addition to Pcard Organization Program Coordinator.	X	N/A
PCard Holder	A DOE employee or authorized contractor with purchasing authority who has a DOE issued PCard in his/her name.	X	N/A
PCard Organization Program Coordinator	PCard Organization Program Coordinator. The person(s) cc'ed on all PCard actions within their organization. If this person also approves Pcard purchases, then also select Pcard Approving Official route role in addition to this route role.	X	N/A
PCard Program Manager/Agency Program Coordinator	The person(s) with coordinator ability to view all PCard actions across the program.	X	N/A
Pricing Support	The person who will be involved in contract pricing. This position could also be a qualified contractor. For example, some users in EMCBC may need access to the Savannah River Facility for pricing support.	X	X

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Program Office - Budget	This is the person who reviews all requisitions within their particular office. He / she tracks program office money or bank allotments. This person is usually outside of Finance and does not certifying funds in STARS. This person may be a liaison to the Finance office.	X	X
Program Office - non Budget	This is the supervisor for the requisition or Program Reviewing Official. This role may also decide what the program should do with the funding. This role is mandatory on a For Approval routing for a Requisition.	X	X
Requisitioner	The individual that identifies a specific requirement for the agency, has responsibility for providing its details, and creates Purchase Requisitions.	X	X
Small Business Specialist	Small Business specialists are Site level reviewers. Depending on the site procedures, this person could be the first POC before interactions with OSDBU.	X	N/A
Source Selection Official	The person who determines whether the value of technical and management differences between proposals justifies paying the cost differential between the proposals. Reviews solicitations and awards potentially. Also designates the evaluation team for proposals.	X	X
Special Review/Approval	This is the role for IT Approvers, Property Managers, Local Review, Independent Review, and so on. These activities may include certain categories that you do not view / utilize everyday.	X	X